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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONE
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
January 7, 2008

DOCUMENTS DEPT.

JAN - 3 2008

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
January 7, 2008
2:00 p.m.**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrondo
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of December 17, 2007

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0898-07-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4067-07/08	Public Utilities Commission	\$1,500,000	Will provide consultant services to monitor the technical and procedural sufficiency of the SFPUC's administration of the Community Choice Aggregation (CCA) Program.	Regular	12/31/10

December 17, 2007:

Postpone to the meeting of January 7, 2008 at the request of the Public Utilities Commission.

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

**(6) Review of request for approval of proposed personal services contracts.
(File No. 0932-07-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-07/08	Public Health & CHN	\$900,000	Will provide fiscal and programmatic services for a variety of intermittent and as-needed community health, planning, support and service projects.	Continuing	06/30/13
4068-07/08	Mayor's Office	\$59,548	Will provide management production of the Mayor's annual budget book. Edit copy provided by budget staff. Work with reproduction department in layout and physical production of budget book.	Regular	06/15/08
4069-07/08	Police Department	\$80,000	Will provide a review of the Police Department's efforts to promote fair and impartial policing conducted in early 2007.	Regular	06/30/09
4070-07/08	Public Utilities Commission	\$8,000,000	Will provide professional construction management services to oversee a specific WSIP construction project, the New Crystal Springs Bypass Tunnel, on behalf of the SFPUC.	Regular	12/31/13
4071-07/08	Public Utilities Commission	\$17,000,000	Will provide professional construction management services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	Regular	06/30/14
4072-07/08	Public Utilities Commission	\$13,000,000	Provide professional construction management services to oversee a specific WSIP construction project, the Calaveras Dam Replacement, on behalf of the SFPUC.	Regular	12/31/13
4073-07/08	Public Utilities Commission	\$2,000,000	Will provide SFPUC with specialized corrosion control services on an as-needed basis.	Regular	05/31/13
4074-07/08	Recreation & Park Department	\$125,000	Will provide continuing architectural services for the construction of the Harvey Milk Center for Recreational Arts.	Regular	11/15/09

4075-07/08	Recreation & Park Department	\$400,000	Will provide continuing architectural services for the construction of the Harvey Milk Center for Recreational Arts.	Regular	11/15/09
4076-07/08	Children & Families Commission	\$175,000	Will provide online data system development and implementation to enable routine updates, and create multiple reports.	Regular	11/19/08
4077-07/08	Tele-Communications & Information Services	\$93,750	Will conduct data analysis, review policies associated with the implementation and management of the Camera Safety Program, interview stakeholders, program administrators, and clients for assessing the overall context in which the program was deployed.	Regular	04/20/08
4078-07/08	Public Works	\$100,000	Will provide City staff in the preparation of design development drawings for renovating 10 alleys; provide outreach services to the community during design development.	Regular	12/31/10
4083-04/05	Tele-Communications & Information Services	Increase Amount \$475,000 New Amount \$1,074,000	Will modernize the criminal case management systems throughout the City and is known as the JUSTIS project.	Regular	07/31/08
4034-07/08	Public Health	Increase Amount \$525,000 New Amount \$725,000	Will specialize in hazardous materials handling and emergency response training for the City's Hazardous Materials Team. Approx. 40 Fire Department and Public Health Personnel will receive 160 hours of training to qualify them as Hazardous Materials Technicians.	Regular	12/31/12

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Report from the Municipal Transportation Agency on the Status of the Approval of Personal Services Contract Number 4020-01/02. (File No. 0877-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4020-01/02	Municipal Transportation Agency	Increase Amount \$2,563,000 New Amount \$18,563,000	Will perform quality assurance, project controls, construction management, public relations, materials testing, surveying and underground utility locating, for Phase I of the Third St. Light Rail Transit Project.	Regular	12/31/08

June 18, 2007:

Adopt the Human Resources Director's report on PSC #4020-01/02 on the condition that the Municipal Transportation Agency, in December report to the Civil Service Commission on its progress in the creation of a Bureau or Unit to perform cost-estimating scheduling and claims analysis on future capital improvement projects. Notify the offices of the Controller and the Purchaser.

Recommendation:

Accept the report.

- (8) **Review of request for approval of proposed personal services contracts.**
(File No. 0001-08-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4079-07/08	Public Utilities Commission	\$746,650	Will perform Electrical Preventive Maintenance, specifically measuring, testing, and certification of electrical equipment at eleven Wastewater Enterprise operating facilities (CS-922)	Regular	12/31/10

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

- (9) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**
- (10) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (11) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

GAVIN NEWSOM
MAYOR

Regular Meeting
January 7, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:08 p.m.

DOCUMENTS DEPT.

ROLL CALL

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrondo
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

Present
Present
Present
Present
Present (Left at 2:53 p.m. Missed PSC #'s
4071-07/08 through 4075-07/08; 4078-
07/08 and 4034-07/08 in Item 6; and
Items 7 through 11.)

JAN 14 2008

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President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of December 17, 2007

Action: Approve. (Vote of 4 to 0); Commissioner Yu-Yee Wu recused.
(Vote of 5 to 0)

ANNOUNCEMENTS

The Executive Officer announced that due to the Martin Luther King Day holiday, the next Civil Service Commission meeting will be held on Tuesday, January 22, 2008 at 12 Noon in Room 408 City Hall.

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ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

**0898-07-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4067-07/08	Public Utilities Commission	\$1,500,000	Will provide consultant services to monitor the technical and procedural sufficiency of the SFPUC's administration of the Community Choice Aggregation (CCA) Program.	Regular	12/31/10

December 17, 2007: Postpone to the meeting of January 7, 2008 at the request of the Public Utilities Commission.

Speakers: None.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

**0932-07-8 Review of request for approval of proposed personal services contracts.
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-07/08	Public Health & CHN	\$900,000	Will provide fiscal and programmatic services for a variety of intermittent and as-needed community health, planning, support and service projects.	Continuing	06/30/13
4068-07/08	Mayor's Office	\$59,548	Will provide management production of the Mayor's annual budget book. Edit copy provided by budget staff. Work with reproduction department in layout and physical production of budget book.	Regular	06/15/08
4069-07/08	Police Department	\$80,000	Will provide a review of the Police Department's efforts to promote fair and impartial policing conducted in early 2007.	Regular	06/30/09
4070-07/08	Public Utilities Commission	\$8,000,000	Will provide professional construction management services to oversee a specific WSIP construction project, the New Crystal Springs Bypass Tunnel, on behalf of the SFPUC.	Regular	12/31/13
4071-07/08	Public Utilities Commission	\$17,000,000	Will provide professional construction management services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	Regular	06/30/14
4072-07/08	Public Utilities Commission	\$13,000,000	Provide professional construction management services to oversee a specific WSIP construction project, the Calaveras Dam Replacement, on behalf of the SFPUC.	Regular	12/31/13
4073-07/08 <i>Over to 1/22/08</i>	Public Utilities Commission	\$2,000,000	Will provide SFPUC with specialized corrosion control services on an as-needed basis.	Regular	05/31/13
4074-07/08	Recreation & Park Department	\$125,000	Will provide continuing architectural services for the construction of the Harvey Milk Center for Recreational Arts.	Regular	11/15/09
4075-07/08	Recreation & Park Department	\$400,000	Will provide continuing architectural services for the construction of the <i>Sava Pool</i> .	Regular	11/15/09
4076-07/08	Children & Families Commission	\$175,000	Will provide online data system development and implementation to enable routine updates, and create multiple reports.	Regular	11/19/08

4077-07/08	Tele-Communications & Information Services	\$93,750	Will conduct data analysis, review policies associated with the implementation and management of the Camera Safety Program, interview stakeholders, program administrators, and clients for assessing the overall context in which the program was deployed.	Regular	04/20/08
4078-07/08	Public Works	\$100,000	Will provide City staff in the preparation of design development drawings for renovating 10 alleys; provide outreach services to the community during design development.	Regular	12/31/10
4083-04/05	Tele-Communications & Information Services	Increase Amount \$475,000 New Amount \$1,074,000	Will modernize the criminal case management systems throughout the City and is known as the JUSTIS project.	Regular	07/31/08
4034-07/08	Public Health	Increase Amount \$525,000 New Amount \$725,000	Will specialize in hazardous materials handling and emergency response training for the City's Hazardous Materials Team. Approx. 40 Fire Department and Public Health Personnel will receive 160 hours of training to qualify them as Hazardous Materials Technicians.	Regular	12/31/12

Speakers:

Jacquie Hale, Department of Public Health spoke on PSC #2000-07/08.

Jenny Louie, Mayor's Office spoke on PSC #4068-07/08.

Ken Bukowski, San Francisco Police Department spoke on PSC #4069-07/08.

Bonita McGee and Harvey Elwin, Public Utilities Commission spoke on PSC #4071-07/08 and 4072-07/08.

Oneil Dennis, Public Utilities Commission spoke on PSC #4073-07/08.

Sean McFadden, Recreation & Parks spoke on PSC #4074-07/08 and 4075-07/08.

Sherman Hom, Department of Public Works spoke on PSC #4078-07/08.

Jacquie Hale and Rebeka Varela, Department of Public Health spoke on PSC #4034-07/08.

Action:

- (1) Adopt the Human Resources Director's report on PSC #2000-07/08 and 4068-07/08 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- (2) Adopt the Human Resources Director's report on PSC #4073-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
- (3) **The Commission voted to rescind the vote on PSC 4073-07/08 and directed the Executive Officer to calendar the item for reconsideration at the meeting of January 22, 2008. (Vote of 4 to 0)**
- (4) Adopt the Human Resources Director's report on PSC #4074-07/08 and 4075-07/08 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0932-07-8 (continued)

- (5) Adopt the Human Resources Director's report on PSC #4069-07/08; 4070-07/08; 4076-07/08; 4077-07/08 and 4083-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- (6) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0877-07-8 Report from the Municipal Transportation Agency on the Status of the Approval of Personal Services Contract Number 4020-01/02. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4020-01/02	Municipal Transportation Agency	Increase Amount \$2,563,000 New Amount \$18,563,000	Will perform quality assurance, project controls, construction management, public relations, materials testing, surveying and underground utility locating, for Phase I of the Third St. Light Rail Transit Project.	Regular	12/31/08

June 18, 2007:

Adopt the Human Resources Director's report on PSC #4020-01/02 on the condition that the Municipal Transportation Agency, in December report to the Civil Service Commission on its progress in the creation of a Bureau or Unit to perform cost-estimating scheduling and claims analysis on future capital improvement projects. Notify the offices of the Controller and the Purchaser.

Speakers:

Shahnam Farhanghi, Municipal Transportation Agency

Action:

Accept the oral report. (Vote of 4 to 0)

0001-08-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4079-07/08	Public Utilities Commission	\$746,650	Will perform Electrical Preventive Maintenance, specifically measuring, testing, and certification of electrical equipment at eleven Wastewater Enterprise operating facilities (CS-922)	Regular	12/31/10

Speakers:

Pauson Yun, Public Utilities Commission
Tony Flores, Public Utilities Commission
Kevin Hughes, IBEW Local 6

Action:

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Kevin Hughes, IBEW Local 6 spoke on the earlier approval of PSC #4073-07/08. He stated that, although the department said there are no qualified personnel in the City, there are civil service classifications that meet the qualifications for the scope of work outlined in the contract. An Electronic Maintenance Technician (Job Code 7318) has performed corrosion prevention maintenance at the Water Department for ten years.

The Commission voted to rescind the vote on PSC 4073-07/08 and directed the Executive Officer to calendar the item for reconsideration at the meeting of January 22, 2008. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Vice President Casper requested a status report on the appeals of the Q-35, Q-50, 0380 classification matters.

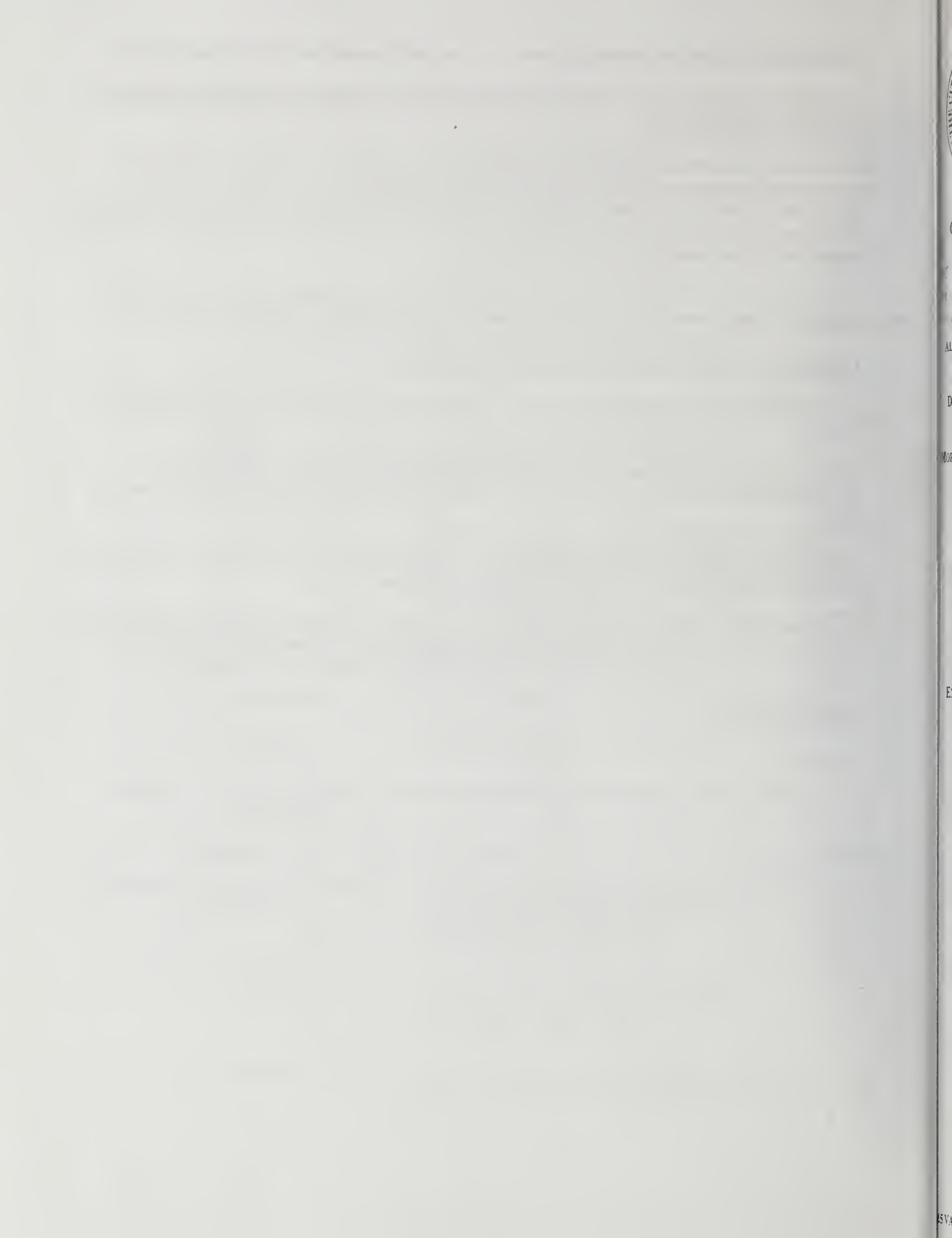
The Deputy City Attorney stated that the Opinion regarding the available remedies within the jurisdiction of the Commission in cases of discrimination will be ready for the meeting of February 4, 2008.

Commissioner Gorrone requested that eligible lists and promotions for the Police and Fire Departments, as well as all other departments be made available to the Commissioners.

Vice President Casper also requested information be gathered on whether the personnel working at the Law Library are civil service employees and what the relationship is between the City and the Law Library. The Deputy City Attorney will look into the matter and report to the Commission.

ADJOURNMENT

4:04 p.m.



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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
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EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of

January 22, 2008

12:00 NOON

ROOM 408, CITY HALL

1 Dr. Carlton B. Goodlett Place

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SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

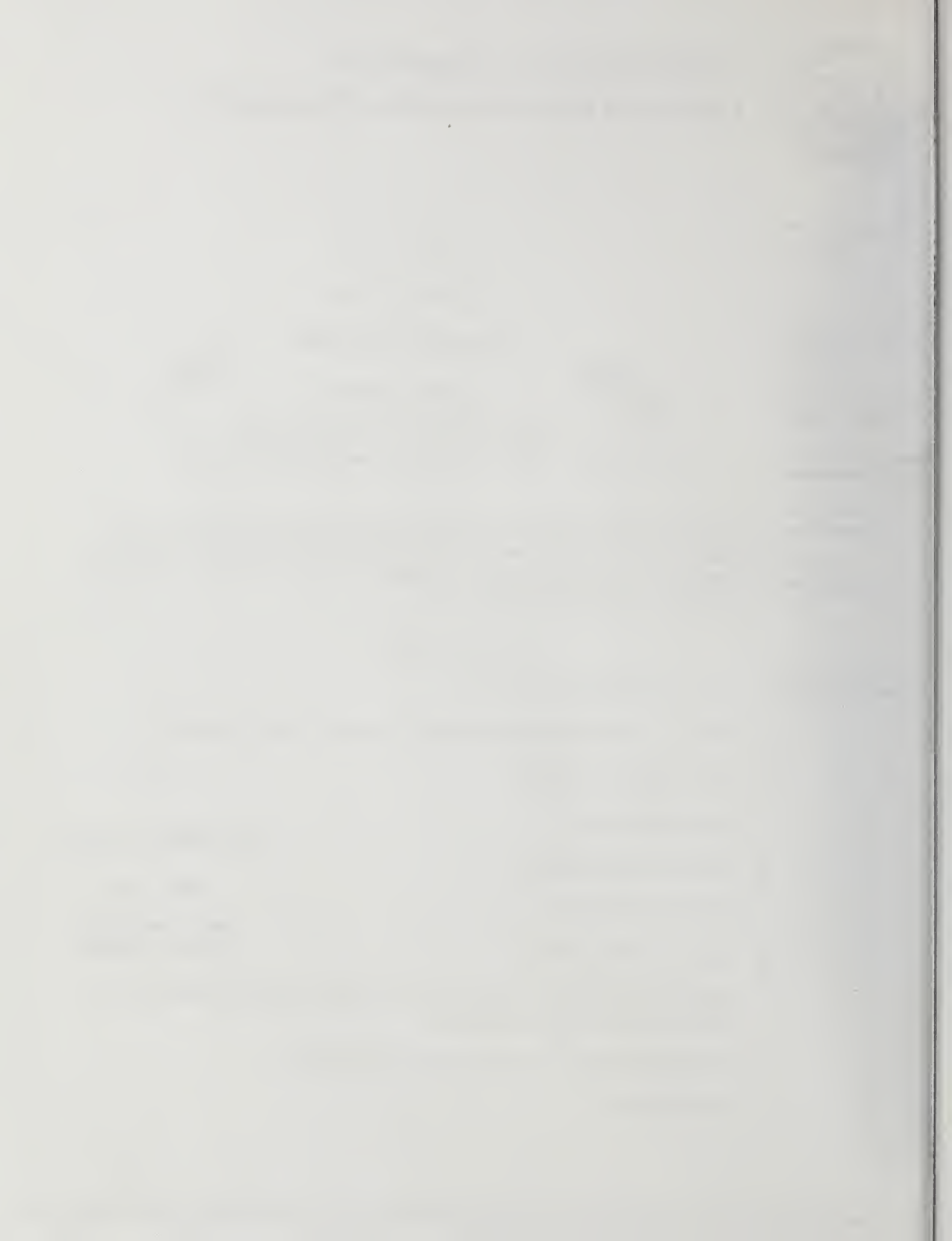
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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

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San Francisco Lobbyist Ordinance

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**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
Tuesday, January 22, 2008
12:00 NOON**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrondo
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of January 7, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0932-07-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4073-07/08	Public Utilities Commission	\$2,000,000	Will provide SFPUC with specialized corrosion control services on an as-needed basis.	Regular	05/31/13

January 7, 2008:

- (1) Adopt the Human Resources Director's report on PSC #4073-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
- (2) **The Commission voted to rescind the vote on PSC 4073-07/08 and directed the Executive Officer to calendar the item for reconsideration at the meeting of January 22, 2008. (Vote of 4 to 0)**

Recommendation:

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

**(6) Review of request for approval of proposed personal services contracts.
(File No. 0010-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-07/08	Mayor's Office of Economic Development	\$500,000	Will provide real estate planning and development consulting services for mixed-use planning and development projects.	Regular	12/31/13
4083-07/08	Planning Department	\$100,000	Will provide a complete environmental document that analyzes the environmental impacts for the Enterprise Zone Project.	Regular	02/28/09
4084-07/08	Public Utilities	\$7,000,000	Will provide power distribution scheduling coordination services as defined by the California Independent System Operator.	Regular	06/30/12
4085-07/08	Public Utilities Commission	\$900,000	Will provide as-needed reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues).	Regular	06/30/11
4087-07/08	Public Works	\$8,000,000	Will provide preconstruction and construction services, and establish and maintain overall project controls during the design and construction phases of the SFGH Rebuild Project.	Regular	12/31/16
4080-07/08	Mayor's Office of Economic Development	Increase Amount \$20,015 New Amount \$65,015	Will provide additional marketing consulting services including creative strategy and positioning, logo and collateral design for brochures, fact sheets and website design. Services will also include copy writing and editing.	Regular	03/31/08

4082-07/08	Arts Commission	Increase Amount \$40,000 New Amount \$89,000	Will provide marketing and advertising services for projects completed at the San Francisco Arts Commission.	Regular	06/30/08
4347-00/01	Municipal Transportation Agency	Increase Amount \$0.00 New Amount \$0.00	Will provide insurance brokerage services to design, specify, place and administer an owner-controlled insurance program for construction of the Initial Operating Segment of the Third Street Light Rail Transit Project.	Regular	08/31/10
4081-05/06	Public Utilities Commission	Increase Amount \$920,250 New Amount \$1,225,250	Will provide professional services to prepare Unit Price Books, technical specifications, training to staff and contractors for a PUC-customized job order contracting system.	Regular	03/31/11
4064-06/07	Public Utilities Commission	Increase Amount \$7,000,000 New Amount \$11,550,000	Will continue and complete work on the remaining phases to construct and close out the project of space planning at 525 Golden Gate Avenue.	Regular	05/31/10
4086-07/08	Recreation & Park Department	Increase Amount \$50,000 New Amount \$85,000	Will provide a consultant to study the potential conversion of golf courses to alternate recreational uses.	Regular	01/07/09

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Secondary Criteria for H – 40 Battalion Chief and H – 20 Lieutenant, San Francisco Fire Department. (File No. 0011-08-5) - Action Item

**Recommendation of the
Human Resources
Director:**

Accept the recommendation of the Human Resources Director and approve the secondary criteria for H – 40 Battalion Chief and H – 20 Lieutenant, San Francisco Fire Department.

SEPARATIONS AGENDA**SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA**

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (8) **Determination of future employability: permanent appointment of Donna Atkins, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0874-07-7) - Action Item**
- Recommendation of the Director of Transportation:** Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse.
- (9) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**
- (10) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (11) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
January 22, 2008

12:00 NOON
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

12:20 p.m.

DOCUMENTS DEPT.

ROLL CALL

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Mary Y. Jung

Present
Present
Present

Present (Left at 2:00p.m.; Missed PSC
#4064-06/07; 4087-07/08; 4082-07/08;
and 4086-07/08; Items 8,9,10,11.)

Commissioner Yu-Yee Wu

Present

President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Kevin Hughes, IBEW Local 6 requested that Item #5 be severed.

APPROVAL OF MINUTES

Regular Meeting of January 7, 2008

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

President Becerril announced the appointment of and welcomed new Commissioner, Mary Jung to the Civil Service Commission.

JAN 25 2008

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0932-07-8

**Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4073-07/08	Public Utilities Commission	\$2,000,000	Will provide SFPUC with specialized corrosion control services on an as-needed basis.	Regular	05/31/13

January 7, 2008:

- (1) Adopt the Human Resources Director's report on PSC #4073-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
- (2) The Commission voted to rescind the vote on PSC 4073-07/08 and directed the Executive Officer to calendar the item for reconsideration at the meeting of January 22, 2008. (Vote of 4 to 0)

Speakers:

Pauson Yun, Susan Yee and Brian Rolley, Public Utilities Commission
Kevin Hughes, IBEW Local 6

Note:

Commissioner Jung disclosed that she was the past Secretary for the Public Utilities Commission but was not a decision maker and she would be able to join the discussion without prejudice.

Action:

Adopt the Human Resources Director's report as amended and in conformity with Commission discussions. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0010-08-8

**Review of request for approval of proposed personal services contracts.
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-07/08	Mayor's Office of Economic Development	\$500,000	Will provide real estate planning and development consulting services for mixed-use planning and development projects.	Regular	12/31/13
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4086-07/08	Recreation & Park Department	Increase Amount \$50,000 New Amount \$85,000	Will provide a consultant to study the potential conversion of golf courses to alternate recreational uses.	Regular	01/07/09

Speakers:

Rich Hillis, Mayor's Office of Economic Development spoke on PSC #4081-07/08.

Jennifer Matz, Mayor's Office of Economic Development spoke on PSC #4080-07/08.

Mikhail Hart, City Planning and Jennifer Matz, Mayor's Office of Economic Development spoke on PSC #4083-07/08.

Pauson Yun and William Gibson, Public Utilities Commission spoke on PSC #4084-07/08.

Mary Rohrbacker and Jagan Samudrala, Public Utilities Commission spoke on PSC #4085-07/08.

Wendy Iwata, Public Utilities Commission spoke on PSC #4081-05/06.

Ronald Tom and Lora Bowman, Public Utilities Commission spoke on 4064-06/07.

Ron Alameida, Department of Public Works spoke on PSC #4087-07/08.

Vicky Knoop, Arts Commission spoke on PSC #4082-07/08.

Shawn McFadden, Recreation & Parks spoke on PSC #4086-07/08.

Action:

1. Adopt the Human Resources Director's report on PSC #4064-06/07; 4084-07/08; 4087-07/08; and 4086-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Jung recused on PSC #4084-07/08; not present for PSC #s 4064-06/07 and 4086-07/08.)
2. Adopt the Human Resources Director's report PSC #4083-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Gorrono recused.)

0010-08-8 (continued)

3. Adopt the Human Resources Director's report PSC #4082-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0; President Becerril missed vote.)
4. Adopt the Human Resources Director's report on PSC #s 4081-07/08; 4085-07/08; 4080-07/08; 4347-00/01; and 4081-05/06. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0011-08-5 Secondary Criteria for H – 40 Battalion Chief and H – 20 Lieutenant, San Francisco Fire Department. (Item No. 7)

Speakers: Chief Joanne Hayes-White, San Francisco Fire Department.
Kevin Smith, President, Black Firefighters Association

Action: Accept the recommendation of the Human Resources Director and approve the secondary criteria for H – 40 Battalion Chief and H – 20 Lieutenant, San Francisco Fire Department.
(Vote of 5 to 0)

0874-07-7 Determination of future employability: permanent appointment of Donna Atkins, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 8)

Speakers: Mike Casey, Municipal Transportation Agency-ERO Unit
Donna Atkins, Appellant

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

2:45 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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MAYOR

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PRESIDENT

DONALD A. CASPER
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COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
February 4, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

DOCUMENTS DEPT.

JAN 31 2008

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

**City and County of San Francisco
Civil Service Commission**

Agenda for Regular Meeting

**February 4, 2008
2:00 p.m.**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrondo
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of January 22, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0045-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4088-07/08	Mayor's Office of Housing	\$100,000	Will provide advice to the City on all pertinent issues relating to financings and ensure the City's transactions meet all applicable standards of competence fiscal prudence, while adhering to program requirements and affordable housing objectives.	Regular	06/30/11
4089-07/08	Mayor's Office of Housing	\$70,000	Will perform environmental review services for the Mayor's Office of Housing (MOH) and Mayor's Office of Community Development (MOCD) project undertakings in accordance with the National Environmental Policy Act (NEPA).	Regular	06/30/09
4090-07/08	Arts Commission	\$300,000	Will provide aesthetic enhancements; structural strengthening, recasting a missing column and conservation of Francis Scott Key monument for Phase II of conservation for the Portals of the Past monument in Golden Gate Park.	Regular	12/31/10
4091-07/08	Municipal Transportation Agency (MTA)	\$79,000	Will conduct and evaluate adult bicycle safety courses in accordance with the League of American Bicyclists curriculum (minimum of 12 classroom Street Skills courses, and 6 Road 1, on-road courses).	Regular	01/31/09
4092-07/08	Police	\$120,000	Will provide the San Francisco Police Department with psychological evaluations of final entry level police officer candidates and refinement of predictive validity assessment procedures.	Regular	06/30/08
4093-07/08	Emergency Management	\$1,000,000	Will design, replace and reconfigure between 48, 52 workstations on the operations work floor of the City's 9-1-1 Call Center.	Regular	02/15/13
4094-07/08	Public Works	\$750,000	Will execute observations and reports during the design and construction of the SFGH Rebuild Project to ensure the mechanical, electrical, plumbing, and computer-based systems' operation and maintenance conform to the contract document design.	Regular	12/31/16

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (6) **Proposed Amendments to Civil Service Commission Rules applicable to all employees – Series 020 Leaves of Absence to provide for leave of a spouse or registered domestic partner during leave from deployment of qualified member to comply with State Legislation. (File No. 0046-08-5) – Action Item**

Recommendation: Post for adoption at the Regular Meeting of the Civil Service Commission on March 3, 2008.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (7) **Presentation on Law Library – Catherine Barnes, Deputy City Attorney and Paul Zarefsky, Deputy City Attorney. (File No. 0047-08-1) – Action Item**

Recommendation: Accept the report.

EXECUTIVE OFFICER'S REPORT

- (8) **Update on FY 2008-09 Civil Service Commission Budget Request. (File No. 0904-07-1) – Action Item**

December 7, 2007: Accept report. Direct Commission staff to prepare Fiscal Year 2008-09 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 4, 2008, incorporating changes made by the Commission up to February 20, 2008, approve to submit the Fiscal Year 2008-09 Budget Request to the Controller and the Mayor by February 21, 2008.

Recommendation: Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2008 – 09 Budget Request, incorporate changes, approve to submit the Fiscal Year 2008 – 09 Budget Request to the Controller and the Mayor by February 21, 2008.

- (9) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION
- (10) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS
- (11) ADJOURNMENT



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
February 4, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Alicia D. Becerril	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Mary Y. Jung	Present
Commissioner Yu-Yee Wu	Not Present (Notified absence)

President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of January 22, 2008

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

The Executive Officer announced that the next meeting of the Civil Service Commission will be held on Tuesday, February 19, 2008 at 12 Noon in Room 416, City Hall due to the President's Day Holiday.

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PUBLIC LIBRARY

**0045-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4088-07/08	Mayor's Office of Housing	\$100,000	Will provide advice to the City on all pertinent issues relating to financings and ensure the City's transactions meet all applicable standards of competence fiscal prudence, while adhering to program requirements and affordable housing objectives.	Regular	06/30/11
4089-07/08	Mayor's Office of Housing	\$70,000	Will perform environmental review services for the Mayor's Office of Housing (MOH) and Mayor's Office of Community Development (MOCD) project undertakings in accordance with the National Environmental Policy Act (NEPA).	Regular	06/30/09
4090-07/08	Arts Commission	\$300,000	Will provide aesthetic enhancements; structural strengthening, recasting a missing column and conservation of Francis Scott Key monument for Phase II of conservation for the Portals of the Past monument in Golden Gate Park.	Regular	12/31/10
4091-07/08	Municipal Transportation Agency (MTA)	\$79,000	Will conduct and evaluate adult bicycle safety courses in accordance with the League of American Bicyclists curriculum (minimum of 12 classroom Street Skills courses, and 6 Road 1, on-road courses).	Regular	01/31/09
4092-07/08	Police	\$120,000	Will provide the San Francisco Police Department with psychological evaluations of final entry level police officer candidates and refinement of predictive validity assessment procedures.	Regular	06/30/08
4093-07/08	Emergency Management	\$1,000,000	Will design, replace and reconfigure between 48, 52 workstations on the operations work floor of the City's 9-1-1 Call Center.	Regular	02/15/13
4094-07/08	Public Works	\$750,000	Will execute observations and reports during the design and construction of the SFGH Rebuild Project to ensure the mechanical, electrical, plumbing, and computer-based systems' operation and maintenance conform to the contract document design.	Regular	12/31/16

Speakers:

Brenda Burrell, Mayor's Office of Housing spoke on PSC #s 4088-07/08 and 4089-07/08.
Allison Cummings, Arts Commission spoke on PSC #4090-07/08.
Nick Carr, Municipal Transportation Agency spoke on PSC #4091-07/08.
Will Lee, Emergency Communications Department spoke on PSC #4093-07/08.

Action:

- (1) Adopt the Human Resources Director's report on PSC #4089-07/08 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

- 0046-08-5 **Proposed Amendments to Civil Service Commission Rules applicable to all employees – Series 020 Leaves of Absence to provide for leave of a spouse or registered domestic partner during leave from deployment of qualified member to comply with State Legislation. (Item No. 6)**

Speakers: Anita Sanchez, Executive Officer

Action: Post as amended for adoption at the Regular Meeting of the Civil Service Commission on March 3, 2008. (Vote of 4 to 0)

- 0047-08-1 **Presentation on Law Library – Catharine Barnes, Deputy City Attorney and Paul Zarefsky, Deputy City Attorney. (Item No. 7)**

Speakers: Catharine Barnes, Deputy City Attorney
Marcia Bell, San Francisco Law Library

Action: Accept and file the report. (Vote of 4 to 0)

- 0904-07-1 **Update on FY 2008-09 Civil Service Commission Budget Request. (Item No. 8)**

December 7, 2007: Accept report. Direct Commission staff to prepare Fiscal Year 2008-09 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 4, 2008, incorporating changes made by the Commission up to February 20, 2008, approve to submit the Fiscal Year 2008-09 Budget Request to the Controller and the Mayor by February 21, 2008.

Speakers: Anita Sanchez, Executive Officer

Action: Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2008 – 09 Budget Request, incorporate changes, approve to submit the Fiscal Year 2008 – 09 Budget Request to the Controller and the Mayor by February 21, 2008. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 9)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 10)

President Becerril requested an update on the status of outstanding discrimination complaints.

ADJOURNMENT (Item No. 11)

3:22 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
February 19, 2008

12:00 NOON
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

February 19, 2008
12:00 NOON

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of February 4, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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**(5) Review of request for approval of proposed personal services contracts.
(File No. 0078-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4095-07/08	Airport	\$1,100,000	Will design, develop, install and implement an integrated solution for managing ground transportation information from radio frequency identification (RFID) transponders on commercial vehicles at the Airport.	Regular	03/31/11
4096-07/08	Art Commission	\$150,000	Will provide services for artworks in the collection of the City and County of San Francisco, including, transportation, packing, storing of fine art; installation of artworks, design and fabrication of pedestals and cases.	Regular	12/31/12
4097-07/08	Municipal Transportation Agency	\$500,000	Will provide a detailed actuarial study outlining the economic value of wages and benefit liabilities based on the provisions of the existing labor contracts in accordance with Governmental Accounting Standards Board (GASB) 45 will be conducted annually.	Regular	06/30/13
4098-07/08	Port	\$1,200,000	Will provide services necessary to design and secure entitlements for a proposed 1.3 acre public space to be built adjacent to the historic seawall at a major waterfront within San Francisco Bay in the South Beach neighborhood.	Regular	02/28/12
4099-07/08	Tele-communications & Information Services	\$10,000,000	Will provide an upgrade to the City's existing wireless communications network to standard's based 800MHz Project 25 Infrastructure.	Regular	02/19/10
4100-07/08	Tele-communications & Information Services	\$206,000	Will provide transportation for printed checks among several City offices daily, semi-monthly, and monthly. The City's checks are printed at the Datacenter at 1 Market Plaza.	Regular	12/31/12
4101-07/08	Tele-communications & Information Services	\$2,600,000	Will provide system software and special technical support services for the City's mainframe.	Regular	11/30/10
4102-07/08	Public Health	\$2,000,000	Will provide medical transportation services between medical facilities or a patient's home on an on-call basis. Contractor(s) may transport ambulatory or non-ambulatory patients to and from medical facilities utilizing specialized vehicles.	Regular	12/31/12
4127-02/03	Controller	Increase Amount \$400,000 New Amount \$795,000	Will work with the State Controller's staff in the research and preparation of detailed SB-90 cost claims on behalf of the City & County to recover costs related to compliance with state mandates.	Regular	06/30/13

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(6) Report on Provisional Appointments and the Status of the Implementation of the Position Based Testing Program (PBTP). (File No. 0079-08-1) – Action Item

Recommendation: Adopt the report; file.

(7) Municipal Transportation Agency's report on appointments exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (File No. 0072-08-1) – Action Item

Recommendation: Adopt the report; file.

(8) Municipal Transportation Agency's provisional appointment report. (File No. 0071-08-1) Action Item

Recommendation: Adopt the report; file.

SEPARATIONS AGENDA**SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA**

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(9) Determination of future employability: permanent civil service appointment of Richard Ravella, Gardener (Job Code 3417) with the Recreation and Park Department. (File No. 0514-07-7) - Action Item

Recommendation of the Recreation & Park Department: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Recreation and Park Department.

EXECUTIVE OFFICER'S REPORT

- (10) Report on status of outstanding discrimination complaints. (File No. 0082-08-1) – Action Item

Recommendation: Accept the report; file.

- (11) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

- (12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (13) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
February 19, 2008

12:00 NOON
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

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FEB 25 2008

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

12:12 p.m.

ROLL CALL

President Alicia D. Becerril

Present (Arrived at 12:40 p.m. Missed
Items #1,2,3,4 & 9 and PSC #s 4095-
07/08, 4099-07/08, 4100-07/08, and
4102-07/08)

Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu

Present
Not Present (Notified absence)
Present
Present

Vice President Casper presided during Item #s 1,2,3,4 and 9; PSC #s 4095-07/08, 4097-07/08, 4099-07/08, 4100-07/08, and 4102-07/08.

President Alicia Becerril presided during Item #s 3,6,7,8,10,11,12,13 and PSC #s 4096-07/08, 4098-07/08, 4101-07/08, and 4127-02/03.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of February 4, 2008

Action: Approve. (Vote of 3 to 0; Commissioner Wu recused.
(Vote of 3 to 0)

**0078-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4095-07/08	Airport	\$1,100,000	Will design, develop, install and implement an integrated solution for managing ground transportation information from radio frequency identification (RFID) transponders on commercial vehicles at the Airport.	Regular	03/31/11
4096-07/08	Art Commission	\$150,000	Will provide services for artworks in the collection of the City and County of San Francisco, including, transportation, packing, storing of fine art; installation of artworks, design and fabrication of pedestals and cases.	Regular	12/31/12
4097-07/08	Municipal Transportation Agency	\$500,000	Will provide a detailed actuarial study outlining the economic value of wages and benefit liabilities based on the provisions of the existing labor contracts in accordance with Governmental Accounting Standards Board (GASB) 45 will be conducted annually.	Regular	06/30/13
4098-07/08	Port	\$1,200,000	Will provide services necessary to design and secure entitlements for a proposed 1.3 acre public space to be built adjacent to the historic seawall at a major waterfront within San Francisco Bay in the South Beach neighborhood.	Regular	02/28/12
4099-07/08	Tele-communications & Information Services	\$10,000,000	Will provide an upgrade to the City's existing wireless communications network to standard's based 800MHz Project 25 Infrastructure.	Regular	02/19/10
4100-07/08	Tele-communications & Information Services	\$206,000	Will provide transportation for printed checks among several City offices daily, semi-monthly, and monthly. The City's checks are printed at the Datacenter at 1 Market Plaza.	Regular	12/31/12
4101-07/08	Tele-communications & Information Services	\$2,600,000	Will provide system software and special technical support services for the City's mainframe.	Regular	11/30/10
4102-07/08	Public Health	\$2,000,000	Will provide medical transportation services between medical facilities or a patient's home on an on-call basis. Contractor(s) may transport ambulatory or non-ambulatory patients to and from medical facilities utilizing specialized vehicles.	Regular	12/31/12
4127-02/03	Controller	Increase Amount \$400,000 New Amount \$795,000	Will work with the State Controller's staff in the research and preparation of detailed SB-90 cost claims on behalf of the City & County to recover costs related to compliance with state mandates.	Regular	06/30/13

Speakers:

Galen Leung and Cecilia Bell, San Francisco International Airport spoke on PSC #4095-07/08.
 Susan Pontious, Arts Commission spoke on PSC #4096-07/08.
 Sonali Bose, Municipal Transportation Agency spoke on PSC #4097-07/08.
 Dan Hodapp, Port Commission spoke on PSC #4098-07/08.
 Nancy Hastings, Department of Telecommunications and Information Services spoke on PSC #4101-07/08.
 Michelle Allersma, Office of the Controller spoke on PSC #4127-02/03.

0078-08-8 (continued)

- Action:**
- (1) Adopt the Human Resources Director's report on PSC #'s 4095-07/08, 4099-07/08, 4100-07/08, and 4102-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
 - (2) Adopt the Human Resources Director's report on PSC #4097-07/08 with the stipulation that the Municipal Transportation Agency annually report to the Commission on the selection of and work performed by the actuaries. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0; President Becerril recused. Vote of 4 to 0)
 - (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0079-08-1 Report on Provisional Appointments and the Status of the Implementation of the Position Based Testing Program (PBTP). (Item No. 6)

Speakers: Bob Pritchard, Department of Human Resources

Action: Accept the report; file. (Vote of 4 to 0)

0072-08-1 Municipal Transportation Agency's report on appointments exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (Item No. 7)

Speakers: Regina Tharayil, Municipal Transportation Agency

Action: Accept the report; file. (Vote of 4 to 0)

0071-08-1 Municipal Transportation Agency's provisional appointment report. (Item No. 8)

Speakers: Regina Tharayil, Municipal Transportation Agency

Action: Accept the report; file. (Vote of 4 to 0)

0514-07-7 Determination of future employability: permanent civil service appointment of Richard Ravella, Gardener (Job Code 3417) with the Recreation and Park Department. (Item No. 9)

Speakers: None.

Action: Postpone to the meeting of April 7, 2008 at the request of Richard Ravella. (Vote of 3 to 0)

EXECUTIVE OFFICER'S REPORT

0082-0802 Report on status of outstanding discrimination complaints. (Item No. 10)

Speakers: Anita Sanchez, Executive Officer
 Dorothy Yee, Department of Human Resources

Action: Accept the report; file. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 11)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

Commissioner Casper cited several cases in Federal Court, either pending or resolved in which the Civil Service Commission was named as defendant. He requested an explanation from the Office of the City Attorney why the Civil Service Commission or its counsel was not notified regarding the cases. He also requested that the Commission be informed of litigation in which it is named as a party.

ADJOURNMENT

2:09 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
March 3, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

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SAN FRANCISCO
PUBLIC LIBRARY

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

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It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

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All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

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All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

**City and County of San Francisco
Civil Service Commission**

Agenda for Regular Meeting

**March 3, 2008
2:00 p.m.**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrondo
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of February 19, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0097-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4103-07/08	Police	\$225,555.23	Will provide SFPD requested software enhancements to vendor's proprietary software product.	Regular	09/30/09
4104-07/08	Public Utilities	\$2,799,191	Will provide detailed analysis and design for the tunnel including required supplemental geotechnical characterizations; assisting in the preparation of construction contract documents including plans, specifications, and cost estimates.	Regular	03/31/12
4105-07/08	General Services Agency, Real Estate Division	\$500,000	Will provide commercial property appraisal services including: draft and final appraisal reports, studies, reports, surveys, etc.; expert witness testimony in condemnation trials or other proceedings, and review appraisals.	Regular	02/28/13
4106-07/08	General Services Agency, Real Estate Division	\$500,000	Will assist in completing purchase and sale transactions and to research title issues from time to time. It is the intention of the division to create a list of pre-qualified firms who will be engaged on an as-needed basis.	Regular	02/28/13
4107-07/08	General Services Agency, Real Estate Division	\$2,000,000	Will establish a pool of real estate advisors to be used in connection with various types of transactions to include strategic planning for the City's space needs; portfolio analysis and strategy recommendations.	Regular	03/06/13
4108-07/08	Tele-communications & Information Services	\$2,252,991	Will provide consulting services for the modification and customization of Customer Relationship Management (CRM) software to the City's 311 system, and the management of the City's service requests.	Regular	11/01/08
4003-07/08	Police	Increase Amount \$572,000 New Amount \$852,000	Will provide independent and objective quality audit of the IT management and organizational structure and assurance services to ensure that SF Police Department requirements are met and to mitigate project risks and recommend risk mitigation strategies.	Regular	06/30/09
4067-05/06	Police	Increase Amount \$90,000 New Amount \$180,000	Will provide hair sample analysis to determine drug usage and historical patterns of drug usage for Police Officer applicants, Police Reserve Officer applicants, Police Cadet applicants, and Police Service Aide applicants for the Police Department.	Regular	06/30/09

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (6) **Proposed Amendments to Civil Service Commission Rules Applicable to all employees – Series 020 Leaves of Absence to provide for leave of a spouse or registered domestic partner during leave from deployment of qualified member to comply with State Legislation. (File No. 0098-08-5) – Action Item**

February 4, 2008: Post as amended for adoption at the Regular Meeting of the Civil Service Commission on March 3, 2008.

Recommendation: Adopt.

REGULAR AGENDA

- (7) **Secondary Criteria for Q – 60 Police Lieutenant, San Francisco Police Department. (File No. 0099-08-1) - Action Item**

Recommendation of the Human Resources Director: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 60 Police Lieutenant.

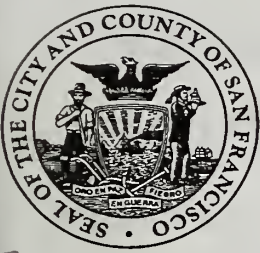
- (8) **Response to the Commission's request for information regarding certification of eligibles from the Q – 60 Lieutenant Examination List P-22. (File No. 0100-08-1)**

Recommendation: Accept the report.

- (9) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

- (10) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (11) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
March 3, 2008

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:11 p.m.

ROLL CALL

President Alicia D. Becerril	Not Present (Notified absence)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Present
Commissioner Mary Y. Jung	Present
Commissioner Yu-Yee Wu	Not Present (Notified absence)

Vice President Donald Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of February 19, 2008

Action: Commissioner Morgan Gorrone recused. (Vote of 3 to 0)
Postpone to the meeting of March 17, 2008. (Vote of 3 to 0)

ANNOUNCEMENTS

The Executive Officer announced the appointment of Sandra Eng to the Assistant Executive Officer position.

She also introduced Robyn Levine, intern from the University of San Francisco.

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONE
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

0097-08-8

**Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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4067-05/06	Police	Increase Amount \$90,000 New Amount \$180,000	Will provide hair sample analysis to determine drug usage and historical patterns of drug usage for Police Officer applicants, Police Reserve Officer applicants, Police Cadet applicants, and Police Service Aide applicants for the Police Department.	Regular	06/30/09

Speakers:

Mark Rinkel, San Francisco Police Department spoke on PSC #4103-07/08.

Pauson Yun and Harlan Kelly, Public Utilities Commission spoke on PSC #4104-07/08.

Joan Lubamersky, Judith Schutzman and Taylor Emerson, General Services Agency, Real Estate Division spoke on PSC #s 4105-07/08 and 4107-07/08.

Sgt. Dennis Callahan, San Francisco Police Department spoke on PSC #4067-07/08.

0097-08-8 (continued)

- Action:**
- (1) Reconsideration on the approval of PSC #4067-05/06. (Vote of 3 to 0)
 - (2) Adopt the Human Resources Director's report on PSC #4067-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
 - (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0098-08-5 **Proposed Amendments to Civil Service Commission Rules Applicable to all employees – Series 020 Leaves of Absence to provide for leave of a spouse or registered domestic partner during leave from deployment of qualified member to comply with State Legislation. (Item No. 6)**

February 4, 2008: Post as amended for adoption at the Regular Meeting of the Civil Service Commission on March 3, 2008.

Speakers: Anita Sanchez, Executive Officer

Action: Adopt. (Vote of 3 to 0)

0099-08-1 **Secondary Criteria for Q – 60 Police Lieutenant, San Francisco Police Department. (Item No. 7)**

Speakers: Saru Cownan, Department of Human Resources
Alice Villagomez, San Francisco Police Department
Inspector Joseph Engler

- Action:**
- (1) Postpone to the meeting of March 17, 2008. (Vote of 2 to 1; Commissioner Casper dissents.)
 - (2) Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 60 Police Lieutenant. (Vote of 2 to 1; Commissioner Gorrano dissents.)
 - (3) Three votes are needed for Commission action; therefore, the item is continued to the meeting of March 17, 2008.

0100-08-1 **Response to the Commission's request for information regarding certification of eligibles from the Q – 60 Lieutenant Examination List P-22. (Item No. 8)**

Speakers: Bruce Topp, Department of Human Resources
Alice Villagomez, San Francisco Police Department
Inspector Joseph Engler

Action: Accept the report. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 9)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 10)

None.

ADJOURNMENT (Item No. 11)

4:16 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

Regular Meeting
of
March 17, 2008

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

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If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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Information on Disability Access

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**City and County of San Francisco
Civil Service Commission**

Agenda for Regular Meeting

**March 17, 2008
2:00 p.m.**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of February 19, 2008

March 3, 2008: Postpone to the meeting of March 17, 2008.

Recommendation: Approve.

Regular Meeting of March 3, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0121-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4109-07/08	Environment	\$1,500,000	Will provide professional technical assistance for program development and implementation of the Toxics Reduction and Zero Waste programs.	Regular	06/30/14
4110-07/08	Department of Children, Youth & Their Families	\$687,500	Will provide production and distribution of unitized meals to the children and youth enrolled in the 2008 Mayor's Summer Food Service Program.	Regular	08/15/08
4111-07/08	Arts Commission	\$4,000,000	Will provide contracts for multiple artists to design, fabricate, transport and install artworks at SF International Airport as part of the capital projects at the Airport, including the renovation of Terminal 2, and the construction of the Terminal 3.	Regular	07/31/13
4112-07/08	Planning Department	\$130,000	Will perform a detailed analysis of pedestrian spaces in two SF neighborhoods: Fisherman's Wharf and the Mission. The work will primarily entail a detailed analysis of the existing built environment and public life conditions.	Regular	12/31/09
4113-07/08	Municipal Transportation Agency (MTA)	\$1,200,000	Will implement the AB101 mandate that enforces parking violations in specified transit only traffic lanes through the use of video image evidence.	Regular	01/01/12
4114-07/08	Municipal Transportation Agency (MTA)	\$5,000,000	Will provide transit service related to the San Francisco Municipal Transportation Agency's (SFMTA's) implementation phase of the Transit Effectiveness Project (TEP).	Regular	03/01/10
4115-07/08	Department of Public Health	\$828,000	Will provide year round 24 hour 7 day a week access to telephone interpreters for San Francisco General Hospital, the Public Health Centers, Laguna Honda Hospital, Health at Home and other Department locations.	Regular	12/31/13
4116-07/08	Department of Public Health	\$0.0	Will provide retroactive electronic claims submissions to Medi-Cal, Medicare and commercial insurance payers and processing of those claims for the Community Health Network (CHN).	Regular	06/30/14
1009-06/07	Health Service System	Increase Amount \$250,000 New Amount \$672,055	Will provide health benefit plan actuarial and consulting service. Services will include developing rates; consulting with HSS staff; conducting studies of alternative healthcare plans; and developing an estimated budget for all core benefit services.	Annual	06/30/09
4085-07/08	Public Utilities Commission	Increase Amount \$1,100,000 New Amount \$2,000,000	Will provide as-needed reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues).	Regular	06/30/12

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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**(6) Secondary Criteria for Q – 60 Police Lieutenant, San Francisco Police Department.
(File No. 0099-08-1) - Action Item**

- March 3, 2008:
- (1) Postpone to the meeting of March 17, 2008.
(Vote of 2 to 1; Commissioner Casper dissents.)
 - (2) Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 60 Police Lieutenant. (Vote of 2 to 1; Commissioner Gorrone dissents.)
 - (3) Three votes are needed for Commission action; therefore, the item is continued to the meeting of March 17, 2008.

Recommendation: Postpone to the meeting of April 7, 2008.

REGULAR AGENDA

**(7) Appeal by Lois H. Scott of the Position-Based Testing job announcement for 0932
Manager VI CIP Program Service Manager (PBT-0941-53190). (File No. 0099-08-1) -
Action Item**

Recommendation: Open for discussion.

SEPARATIONS AGENDA

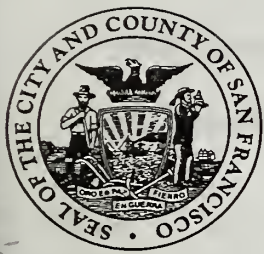
SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

**(8) Determination of future employability: permanent appointment of Leo McFadden, Senior
Building Inspector (Job Code 6333) Department of Building Inspection.
(File No. 0829-06-7) - Action Item**

**Recommendation of the
Human Resources Director:** No future employment with the City and County of San Francisco.

- (9) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION
- (10) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS
- (11) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

DOCUMENTS DEPT.

Regular Meeting
March 17, 2008

MAR 24 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SAN FRANCISCO
PUBLIC LIBRARY

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono

Not present (Notified absence)
Present
Present (Left at 2:55 p.m. Missed Item
#s 7,9,10 & 11)
Present
Present

Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu

Vice President Donald Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Lois Scott, IFPTE Local 21 asked for clarification on when she should speak on Item #7.

APPROVAL OF MINUTES

Regular Meeting of February 19, 2008

March 3, 2008: Postpone to the meeting of March 17, 2008.

Action: Approve. (Vote of 3 to 0; Commissioner Gorrono recused at the meeting of March 3, 2008. Vote of 3 to 0)

Regular Meeting of March 3, 2008

Action: Approve. (Vote of 3 to 0; Commissioner Wu recused.
Vote of 4 to 0)

**0121-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4109-07/08	Environment	\$1,500,000	Will provide professional technical assistance for program development and implementation of the Toxics Reduction and Zero Waste programs.	Regular	06/30/14
4110-07/08	Department of Children, Youth & Their Families	\$687,500	Will provide production and distribution of unitized meals to the children and youth enrolled in the 2008 Mayor's Summer Food Service Program.	Regular	08/15/08
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4085-07/08	Public Utilities Commission	Increase Amount \$1,100,000 New Amount \$2,000,000	Will provide as-needed reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues).	Regular	06/30/12

Speakers:

Mark Westlund, Department of the Environment spoke on PSC #4109-07/08.

September Jarrett and Artina Lim, Department of Children, Youth & Their Families spoke on PSC #4110-07/08.

Elaine Forbes and Neil Hrushowy, Planning Department spoke on PSC #4112-07/08.

Virgil Dennis, Municipal Transportation Agency spoke on PSC #4113-07/08.

0121-08-8 (continued)

Speakers: Ashish Patel, Municipal Transportation Agency spoke on PSC #4114-07/08.
Gladys Solivan and David Dao, Department of Public Health spoke on PSC #4115-07/08.
Robin Courtney, Health Service System and Steve Ponder, Department of Human Resources spoke on PSC #1009-06/07.
David Scott and Jagan Samudrala, Public Utilities Commission spoke on PSC #4085-07/08.

Note: Vice President Donald Casper presented the following statement regarding PSC #4110-07/08: In passing upon personal services contracts, the basic test employed by this Commission is whether the proposed services “are of such a nature that they could be performed by one selected under the provisions of civil service.” (*State Compensation Ins. Fund v. Riley* (1936) 9 Cal.3d 126, 135.) The restriction on contracting out the City’s work is not found in any express provision of the Charter. “Rather, it emanates from an implicit necessity for protecting the policy of the organic civil service mandate against dissolution and destruction.” (*California State Employees’ Assn. v. Williams* (1970) 7 Cal.App.3d 390, 397.) That is the basis for this Commission’s jurisdiction with respect to personal services or outsourcing contracts.

Here, the proposed services are to be performed by classified or non-certified employees of the San Francisco Unified School District to implement the Mayor’s 2008 Summer Food Service Program. The Department of Children, Youth and Their Families seeks approval of a contract with the School District for the preparation of daily lunches by District personnel employed in food service classifications, including 2604 Food Service Worker, 2618 Food Service Supervisor, and 2650 Assistant Cook.

As provided by Section 45318 of the State Education Code, classified or non-certificated personnel of the San Francisco Unified School District are employed pursuant to the merit system provisions of the City Charter. They are subject to the control of this Commission and, as such, are members of the City’s classified civil service. (*Evans v. San Francisco Unified School Dist.* (1989) 209 Cal.App.3d 1478, 1481.)

Therefore, not only will the services rendered under the proposed Summer Food Service Program contract with the School District be of a nature that they could be performed by members of the City’s classified civil service. The services will in fact be performed by them. The integrity of the merit system will not be endangered. In my opinion, it was unnecessary to have brought this contract to this Commission for review. The Department of Children, Youth, and Their Families recognizes my position in this regard. It has submitted the contract to this Commission to escape a procedural, no, bureaucratic knot in the Controller’s office. I vote to approve the contract only to assist the Department in achieving the contract’s purpose. While civil service time may be measured in very long increments, life is still too short.

The Executive Officer informed the Commission that she advised the Department to submit the PSC request for approval by the Commission. In the event the Department does not use School District civil service personnel, the approval is in place and there is no delay in providing the service.

Action: Adopt the Human Resources Director’s report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0099-08-1 Secondary Criteria for Q – 60 Police Lieutenant, San Francisco Police Department. (Item No. 6)

- March 3, 2008:
- (1) Postpone to the meeting of March 17, 2008.
(Vote of 2 to 1; Commissioner Casper dissents.)
 - (2) Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 60 Police Lieutenant. (Vote of 2 to 1; Commissioner Gorroneo dissents.)
 - (3) Three votes are needed for Commission action; therefore, the item is continued to the meeting of March 17, 2008.

Speakers: None.

Action: Postpone to the meeting of April 7, 2008. (Vote of 4 to 0)

0099-08-1 Appeal by Lois H. Scott of the Position-Based Testing job announcement for 0932 Manager VI CIP Program Service Manager (PBT-0941-53190). (Item No. 7)

Speakers: Jennifer Johnston, Department of Human Resources
Lois Scott, IFPTE Local 21
Pat Pendergast, Public Utilities Commission

Action: Postpone to the meeting of April 7, 2008. (Vote of 3 to 0)

0829-06-7 Determination of future employability: permanent appointment of Leo McFadden, Senior Building Inspector (Job Code 6333) Department of Building Inspection. (Item No. 8)

Speakers: None.

Action: Postpone to the meeting of April 21, 2008 at the request of Stewart Weinberg, Attorney for Leo McFadden.
(Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 9)

Brian Garrett inquired on the status of his pending appeal and when he could expect a hearing.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 10)

Commissioner Wu inquired on the status of a previous request for a report on the policies and procedures governing the timelines for hearing appeals after they are received.

Vice President Casper inquired on how sick leave language in the Leaves of Absence Rule is interpreted by departments and use of restrictions.

ADJOURNMENT (Item No. 11)

3:48 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

Regular Meeting
of
April 7, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

04-03-08A11:56 2008

ANNOUNCEMENTS

RATIFICATION AGENDA

DOCUMENTS DEPT.

REGULAR AGENDA

APR - 3 2008

SEPARATIONS AGENDA

SAN FRANCISCO
PUBLIC LIBRARY

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER



NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

April 7, 2008
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrondo
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of March 17, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0157-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-08/09	Airport	\$125,000	Will provide consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable.	Annual	06/30/09
1001-08/09	Airport	\$220,000	Will provide owl bus service between SFO and San Francisco to the north and Palo Alto to the south.	Annual	06/30/09
1002-08/09	Arts Commission	\$1,633,039	Will perform a free concert in the park. These concerts will take place at the San Francisco Davies Symphony Hall in July-August, 2008. This is the 57 th year for Summer POPs concerts.	Annual	03/31/09
2001-07/08	Human Services	\$30,400	Will manage the state designated contractor EDS who provide day-to-day management of the CalWIN comprehensive automated system, which is necessary in administering multiple health and welfare benefits and services to clients throughout the State.	Continuing	07/01/16
2002-07/08	Human Services	\$11,100,000	Will provide and distribute food to low income San Francisco residents. Food distribution services will include congregate meals, emergency food bags, brown bags, emergency home delivered meals, free meals, and senior grocery bags.	Continuing	06/30/11
2003-07/08	Human Services	\$450,000	Will provide community-wide strategic system improvements to create a well-coordinated system of community-based long-term care (LTC) service delivery for vulnerable older adults.	Continuing	06/30/11
4117-07/08	Fire	\$91,100	Will review and approve phases of the development and administration of the examination for H-20 Lieutenant, Fire Department.	Regular	12/31/08
4118-07/08	Municipal Transportation Agency	\$250,000	Will provide Workers' Compensation Medical Bill Review/Managed Care program evaluation services for all MTA worker's compensation claims.	Regular	09/30/10
4119-07/08	Port	\$500,000	Will investigate environmental conditions in soil, groundwater and building materials at the Port's Pier 70 facility, including approximately 65 acres of land and approximately 416,000 square feet of building area.	Regular	06/30/10
4120-07/08	Municipal Transportation Agency	\$250,000	Will provide professional consulting assistance to the San Francisco Municipal Transportation Agency (SFMTA) and Parking Authority (PA) in establishing requirements and specifications for a Parking Access and Revenue Control System.	Regular	06/30/09
4121-07/08	Municipal Transportation Agency	\$378,000	Will provide support for the Partnership Structure/Meeting Facilitation, forming subject matter expert work groups, interviews and jobsite observations, etc.; skill gap analysis and conduct needs assessment surveys with incumbent work groups.	Regular	06/30/10

4122-07/08	Municipal Transportation Agency	\$330,696	Will perform maintenance on traffic signal cabinet/controller testing software to minimize malfunction in the field; maintain and upgrade D4 Traffic Signal Software to provide transit priority throughout the City, including cable car locations.	Regular	03/30/11
4123-07/08	Public Utilities Commission	\$325,000	Will implement the High Efficiency Toilet (HET) Low-Income Direct Install Program. SFPUC will work with a local nonprofit to implement the program and create long-lasting benefits associated with community education and training in water conservation.	Regular	12/31/10
4124-07/08	Public Utilities Commission	\$90,000,000	Will provide design-build services for Tesla Treatment Facility consisting of designing, building, installing, and commissioning a new 315-MGD treatment facility utilizing ultraviolet (UV) disinfection (advanced disinfection).	Regular	12/30/12
4125-07/08 <i>Postpone to meeting of 4/21/08</i>	Public Utilities Commission	\$3,000,000	Will provide inspection services and design upgrades for HHWAP for hydrogenation and power facilities.	Regular	06/30/11
4126-07/08	Public Utilities Commission	\$2,500,000	Will provide scope of work to assist and support Program Controls staff in project scheduling, cost controls, cost estimating, CPM scheduling and systems integration.	Regular	07/01/11
4127-07/08	Public Utilities Commission	\$100,000	Will provide proprietary software technology migration to enable the SFPUC Power Enterprise to develop balanced power schedules and communicate with its Scheduling Coordinator, the Calif. Independent System Operator (Cal-ISO) and other trade entities.	Regular	12/31/08
4128-07/08	Public Works	\$750,000	Will perform an independent and objective engineering design review of the seismic base isolation structural system that is proposed for the new San Francisco General Hospital.	Regular	12/31/16
4129-07/08	Mayor's Office of Economic & Workforce Development	Increase Amount \$50,000 New Amount \$75,000	Will provide continued consulting expertise to assist the City with its strategic planning efforts to encourage the San Francisco 49ers to remain in San Francisco.	Regular	03/31/09
4051-07/08	Airport Commission	Increase Amount \$4,000,000 New Amount \$4,800,000	Will provide design, acquisition, installation and testing of Phase II of aircraft noise mgmt. system, enabling the Airport to produce noise contour maps after each airplane arrival or departure.	Regular	06/30/17
4012-06/07	Public Health and CHN	Increase Amount \$350,000 New Amount \$850,000	Will provide as-needed and after-hours security guard services and as-needed guard/driver services for the Community Health Network.	Regular	06/30/10

**Recommendation of the
Human Resources
Director:**

1. Postpone PSC #4125-07/08 to the meeting of April 21, 2008 at the request of the Public Utilities Commission.
2. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

- (6) **Appeal by Lois H. Scott of the Position-Based Testing job announcement for 0932 Manager VI CIP Program Service Manager (PBT-0941-53190). (File No. 0115-08-4) - Action Item**

March 17, 2008: Postpone to the meeting of April 7, 2008 by mutual agreement of the Department of Human Resources and IFPTE Local 21.

Recommendation: Open for discussion.

- (7) **Secondary Criteria for Q – 60 Police Lieutenant, San Francisco Police Department. (File No. 0099-08-1) - Action Item**

March 3, 2008:

- (1) Postpone to the meeting of March 17, 2008. (Vote of 2 to 1; Commissioner Casper dissents.)
- (2) Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 60 Police Lieutenant. (Vote of 2 to 1; Commissioner Gorroneo dissents.)
- (3) Three votes are needed for Commission action; therefore, the item is continued to the meeting of March 17, 2008.

March 17, 2008: Postpone to the meeting of April 7, 2008.

Recommendation of the Human Resources Director: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 60 Police Lieutenant.

- (8) **Review of request for approval of proposed personal services contracts. (File No. 0158-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4130-07/08	Municipal Transportation Agency	\$164,000	Will provide assistance to the Parking Authority in management consulting in the areas of potential restructuring of its management and operations, the hiring of a new Parking Authority Director and the review of garage operation contracts.	Regular	04/30/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

- (9) **Appeal by Carolyn Iezza regarding the rejection of her application for the 3634 Librarian III examination. (File No. 0540-07-4) - Action Item**

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Carolyn Iezza.

- (10) **Appeals by Eriberto Nacion and Viola Slocum Hubbard regarding the rejection of their applications for the 1844 Senior Management Assistant examination. (File No. 0159-08-4) - Action Item**

Recommendation of the Human Resources Director:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeals by Eriberto Nacion and Viola Slocum Hubbard.
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SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

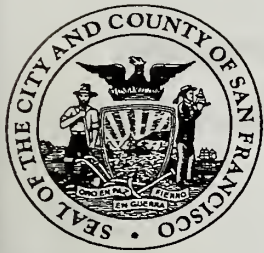
As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (11) **Determination of future employability: permanent civil service appointment of Richard Ravella, Gardener (Job Code 3417) with the Recreation and Park Department. (File No. 0514-07-7) - Action Item**

February 19, 2008:	Postpone to the meeting of April 7, 2008 at the request of Richard Ravella.
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Recommendation of the Recreation & Park Department:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Recreation and Park Department.
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- (12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**
- (13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (14) **ADJOURNMENT**



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

**GAVIN NEWSOM
MAYOR**

DONALD A. CASPER
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

2:04 p.m.

ROLL CALL

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrondo
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu

Present
Present
Present
Not Present (Notified absence)
Present

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

Action: President Becerril and Commissioner Gorrondo recused (Vote of 4 to 0); Postpone to the meeting of April 21, 2008. (Three (3) votes are needed for Commission action.)

0157-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-08/09	Airport	\$125,000	Will provide consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable.	Annual	06/30/09
1001-08/09	Airport	\$220,000	Will provide owl bus service between SFO and San Francisco to the north and Palo Alto to the south.	Annual	06/30/09
1002-08/09	Arts Commission	\$1,633,039	Will perform a free concert in the park. These concerts will take place at the San Francisco Davies Symphony Hall in July-August, 2008. This is the 57 th year for Summer POPs concerts.	Annual	03/31/09
2001-07/08 <i>Postpone to meeting of 4/21/08</i>	Human Services	\$30,400	Will manage the state designated contractor EDS who provide day-to-day management of the CalWIN comprehensive automated system, which is necessary in administering multiple health and welfare benefits and services to clients throughout the State.	Continuing	07/01/16
2002-07/08	Human Services	\$11,100,000	Will provide and distribute food to low income San Francisco residents. Food distribution services will include congregate meals, emergency food bags, brown bags, emergency home delivered meals, free meals, and senior grocery bags.	Continuing	06/30/11
2003-07/08	Human Services	\$450,000	Will provide community-wide strategic system improvements to create a well-coordinated system of community-based long-term care (LTC) service delivery for vulnerable older adults.	Continuing	06/30/11
4117-07/08	Fire	\$91,100	Will review and approve phases of the development and administration of the examination for H-20 Lieutenant, Fire Department.	Regular	12/31/08
4118-07/08	Municipal Transportation Agency	\$250,000	Will provide Workers' Compensation Medical Bill Review/Managed Care program evaluation services for all MTA worker's compensation claims.	Regular	09/30/10
4119-07/08	Port	\$500,000	Will investigate environmental conditions in soil, groundwater and building materials at the Port's Pier 70 facility, including approximately 65 acres of land and approximately 416,000 square feet of building area.	Regular	06/30/10
4120-07/08 <i>Postpone to meeting of 4/21/08</i>	Municipal Transportation Agency	\$250,000	Will provide professional consulting assistance to the San Francisco Municipal Transportation Agency (SFMTA) and Parking Authority (PA) in establishing requirements and specifications for a Parking Access and Revenue Control System.	Regular	06/30/09
4121-07/08	Municipal Transportation Agency	\$378,000	Will provide support for the Partnership Structure/Meeting Facilitation, forming subject matter expert work groups, interviews and jobsite observations, etc.; skill gap analysis and conduct needs assessment surveys with incumbent work groups.	Regular	06/30/10
4122-07/08	Municipal Transportation Agency	\$330,696	Will perform maintenance on traffic signal cabinet/controller testing software to minimize malfunction in the field; maintain and upgrade D4 Traffic Signal Software to provide transit priority throughout the City, including cable car locations.	Regular	03/30/11
4123-07/08	Public Utilities Commission	\$325,000	Will implement the High Efficiency Toilet (HET) Low-Income Direct Install Program. SFPUC will work with a local nonprofit to implement the program and create long-lasting benefits associated with community education and training in water conservation.	Regular	12/31/10

4124-07/08	Public Utilities Commission	\$90,000,000	Will provide design-build services for Tesla Treatment Facility consisting of designing, building, installing, and commissioning a new 315-MGD treatment facility utilizing ultraviolet (UV) disinfection (advanced disinfection).	Regular	12/30/12
4125-07/08 <i>Postpone to meeting of 4/21/08</i>	Public Utilities Commission	\$3,000,000	Will provide inspection services and design upgrades for HHWAP for hydrogenation and power facilities.	Regular	06/30/11
4126-07/08 <i>Postpone to meeting of 5/19/08</i>	Public Utilities Commission	\$2,500,000	Will provide scope of work to assist and support Program Controls staff in project scheduling, cost controls, cost estimating, CPM scheduling and systems integration.	Regular	07/01/11
4127-07/08	Public Utilities Commission	\$100,000	Will provide proprietary software technology migration to enable the SFPUC Power Enterprise to develop balanced power schedules and communicate with its Scheduling Coordinator, the Calif. Independent System Operator (Cal-ISO) and other trade entities.	Regular	12/31/08
4128-07/08	Public Works	\$750,000	Will perform an independent and objective engineering design review of the seismic base isolation structural system that is proposed for the new San Francisco General Hospital.	Regular	12/31/16
4129-07/08	Mayor's Office of Economic & Workforce Development	Increase Amount \$50,000 New Amount \$75,000	Will provide continued consulting expertise to assist the City with its strategic planning efforts to encourage the San Francisco 49ers to remain in San Francisco.	Regular	03/31/09
4051-07/08	Airport Commission	Increase Amount \$4,000,000 New Amount \$4,800,000	Will provide design, acquisition, installation and testing of Phase II of aircraft noise mgmt. system, enabling the Airport to produce noise contour maps after each airplane arrival or departure.	Regular	06/30/17
4012-06/07	Public Health and CHN	Increase Amount \$350,000 New Amount \$850,000	Will provide as-needed and after-hours security guard services and as-needed guard/driver services for the Community Health Network.	Regular	06/30/10

Speakers:

Galen Leung, SF International Airport spoke on PSC #1000-08/09, PSC #1001-08/09 and PSC #4051-07/08.

Fire Chief Joanne Hayes-White, SF Fire Department spoke on PSC #4117-07/08.

Dave Curto, Human Services Agency spoke on PSC #2001-07/08 and PSC #2002-07/08.

Dave Curto, Human Services Agency and Anne Hinton, Department of Aging & Adult Services spoke on PSC #2003-07/08.

Martha Johnson, Municipal Transportation Agency spoke on PSC 4118-07/08.

Adrian Moy, Municipal Transportation Agency spoke on PSC #4121-07/08.

Jack Fleck, Municipal Transportation Agency spoke on PSC #4122-07/08.

Pauson Yun & Dana Haasz, Public Utilities Commission spoke on PSC #4123-07/08.

Joe Chin, Department of Public Works spoke on PSC #4128-07/08.

0157-08-8 (continued)

Action:

1. Postpone to the meeting of April 21, 2008 PSC #2001-07/08 for Human Services Agency to clarify contract amount; PSC #4120-07/08 at the request of the Municipal Transportation Agency; and PSC #4125-07/08 at the request of Public Utilities Commission. (Vote of 4 to 0)
2. Postpone PSC #4126-07/08 to the meeting of May 19, 2008 at the request of the Public Utilities Commission. (Vote of 4 to 0)
3. Adopt Human Resources Director's report on PSC #4118-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0; Commissioner Wu recused.)
4. Adopt the Human Resources Director's report on PSC #2002-07/08 and PSC #4117-07/08 as verbally amended. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
5. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0115-08-4 Appeal by Lois H. Scott of the Position-Based Testing job announcement for 0932 Manager VI CIP Program Services Manager (PBT-0941-53190). (Item No. 6)

March 17, 2008: Postpone to the meeting of April 7, 2008 by mutual agreement of the Department of Human Resources and IFPTE Local 21.

Speakers:

Jennifer Johnston, Department of Human Resources
Lois H. Scott, IFPTE Local 21, Appellant
Karen Taylor, Department of Human Resources
Pat Pendergast, Public Utilities Commission

Action:

Deny the appeal by Lois H. Scott; uphold the Human Resources Director's decision of the minimum qualifications stated in the job announcement. (Vote of 4 to 0)

0099-08-1 Secondary Criteria for Q – 60 Police Lieutenant, San Francisco Police Department. (Item No. 7)

- March 3, 2008:
- (1) Postpone to the meeting of March 17, 2008. (Vote of 2 to 1; Commissioner Casper dissents.)
 - (2) Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 60 Police Lieutenant. (Vote of 2 to 1; Commissioner Gorrone dissents.)
 - (3) Three votes are needed for Commission action; therefore, the item is continued to the meeting of March 17, 2008.

March 17, 2008: Postpone to the meeting of April 7, 2008.

Speakers:

Saru Cownan, Department of Human Resources
Alice Villagomez, San Francisco Police Department
Bruce Topp, Department of Human Resources

0099-08-1 (continued)

Action: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 60 Police Lieutenant. (Vote of 4 to 0)

0158-08-8 Review of request for approval of proposed personal services contract. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4130-07/08	Municipal Transportation Agency	\$164,000	Will provide assistance to the Parking Authority in management consulting in the areas of potential restructuring of its management and operations, the hiring of a new Parking Authority Director and the review of garage operation contracts.	Regular	04/30/09

Action: Off calendar.

0540-07-4 Appeal by Carolyn Iezza regarding the rejection of her application for the 3634 Librarian III examination. (Item No. 9)

Speakers: Gerry Redmond, Department of Human Resources
Cathy Bremer, Shop Steward, Local 1021
Carolyn Iezza, Appellant
Margo Reed, Local 21
Andrea Grimes, Witness for Appellant
Karen Taylor, Department of Human Resources
Donna Marion, San Francisco Public Library

Action: Grant the appeal by Carolyn Iezza; accept her supervisory experience in her application for the 3634 Librarian III examination. (Vote of 4 to 0)

0159-08-4 Appeals by Eriberto Nacion and Viola Slocum Hubbard regarding the rejection of their applications for the 1844 Senior Management Assistant examination. (Item No. 10)

Speakers: Stephanie Mayorga-Tipton, Department of Human Resources
Rodel Rodis, Representative for Eriberto Nacion
Karen Taylor, Department of Human Resources
Viola Slocum Hubbard, Appellant

Action: Continue to the meeting of April 21, 2008 at 5:00 p.m. (Vote of 4 to 0)

0514-07-7 Determination of future employability: permanent civil service appointment of Richard Ravella, Gardener (Job Code 3417) with the Recreation and Park Department. (Item No. 11)

February 19, 2008: Postpone to the meeting of April 7, 2008 at the request of Richard Ravella.

Speakers: Kin Gee, Recreation and Park Department
Stan Curtis, Representative for Richard Ravella
Richard Ravella, Appellant

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Recreation and Park Department.
(Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 12)

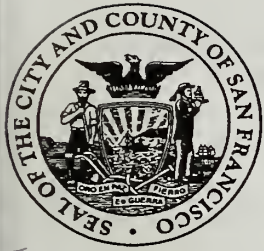
Frank Kelly, Fire Fighters Local 798 spoke of their discussions with the department regarding the use of seniority in the promotional process. He indicated the proposal was denied; the reason given is it would be inconsistent with merit system principles. He also suggested that the use of secondary criteria be more transparent and closely monitored.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

1. Human Resources Director Micki Callahan reported that the Government Audit and Oversight Committee of the Board of Supervisors approved the contract for the police testing facility. It goes to the full Board tomorrow and the Budget Analyst's recommendation stated the facility will greatly improve public safety testing.
2. Commissioner Wu requested an update on the report on policies and procedures governing the timelines for hearing appeals after they are received.
3. Commissioner Gorrone inquired about a proclamation for Commissioner Ng.

ADJOURNMENT (Item No. 14)

6:40 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

34-18-02A10-4F NCMM

A G E N D A

Regular Meeting
of
April 21, 2008

DOCUMENTS DEPT.

APR 18 2008

SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONE
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Vol. 100, Part 1, 1970
The Journal of the Royal Anthropological Institute
is published twice a year in May and November.
The subscription price (which includes postage)
of Volume 100, Part 1, 1970, is £12.00 net
in the U.K. and £14.00 elsewhere. Single parts
cost £6.00 net in the U.K. and £7.00 elsewhere.
Orders, which must be accompanied by payment,
may be sent to a bookseller or to the publishers,
The Royal Anthropological Institute, 21, Bedford
Square, London, W.C.1.

Advertisements for books, journals, etc., may be
sent to the publishers. The rate for a full page
of advertisement is £100.00 in the U.K. and
£120.00 elsewhere. The rate for a half page
is £50.00 in the U.K. and £60.00 elsewhere.
The rate for a quarter page is £25.00 in the
U.K. and £30.00 elsewhere. The rate for a
column of advertisement is £200.00 in the
U.K. and £240.00 elsewhere. The rate for a
line of advertisement is £10.00 in the U.K.
and £12.00 elsewhere. The rate for a
column of advertisement is £200.00 in the
U.K. and £240.00 elsewhere. The rate for a
line of advertisement is £10.00 in the U.K.
and £12.00 elsewhere.

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The rate for a quarter page is £25.00 in the
U.K. and £30.00 elsewhere. The rate for a
column of advertisement is £200.00 in the
U.K. and £240.00 elsewhere. The rate for a
line of advertisement is £10.00 in the U.K.
and £12.00 elsewhere. The rate for a
column of advertisement is £200.00 in the
U.K. and £240.00 elsewhere. The rate for a
line of advertisement is £10.00 in the U.K.
and £12.00 elsewhere.

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

April 21, 2008
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of March 17, 2008

April 7, 2008: President Becerril and Commissioner Gorrono recused (Vote of 4 to 0); Postpone to the meeting of April 21, 2008. (Three (3) votes are needed for Commission action.)

Recommendation: Approve.

Regular Meeting of April 7, 2008

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0157-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-07/08	Human Services	\$30,400	Will manage the state designated contractor EDS who provide day-to-day management of the CalWIN comprehensive automated system, which is necessary in administering multiple health and welfare benefits and services to clients throughout the State.	Continuing	07/01/16
4120-07/08	Municipal Transportation Agency	\$250,000	Will provide professional consulting assistance to the San Francisco Municipal Transportation Agency (SFMTA) and Parking Authority (PA) in establishing requirements and specifications for a Parking Access and Revenue Control System.	Regular	06/30/09
4125-07/08	Public Utilities Commission	\$3,000,000	Will provide inspection services and design upgrades for HHWAP for hydrogenation and power facilities.	Regular	06/30/11

April 7, 2008:

1. Postpone PSC #2001-07/08 to the meeting of April 21, 2008 for the Human Services Agency to clarify contract amount.
2. Postpone PSC #4120-07/08 to the meeting of April 21, 2008 at the request of the Municipal Transportation Agency.
3. Postpone PSC #4125-07/08 to the meeting of April 21, 2008 at the request of the Public Utilities Commission.

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

**(6) Review of request for approval of proposed personal services contracts.
(File No. 0182-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1003-08/09	District Attorney's Office	\$90,000	Will provide services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/09
4132-07/08	Airport	\$84,000	Will provide pre-employment drug testing services and drug & alcohol testing for reasonable suspicion, random, post-accident, return-to-duty and follow-up testing.	Regular	08/31/16

Civil Service Commission Meeting Agenda

Regular Meeting of April 21, 2008

4133-07/08	Airport	\$120,000	Will provide services to assess business, management, infrastructure, construction safety, supply logistics, community relationship and stakeholder risks and to propose mitigation measures to improve the Airport's risk profile.	Regular	04/30/10
4134-07/08 <i>Over to 5/19/08</i>	Department of Human Resources	\$7,500,000	Will provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of both litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Regular	07/31/11
4135-07/08	Municipal Transportation Agency	\$150,000	Will provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for MTA employees and contractors in compliance with DOT/FTA.	Regular	06/30/11
4136-07/08	Municipal Transportation Agency	\$239,470	Will provide 110 Muni diesel and electric coaches with Automatic Passenger Counting (APC) equipment. This equipment will count boardings and alighting to determine accurate ridership numbers.	Regular	12/31/08
4137-07/08	Municipal Transportation Agency	\$19,000,000	Will provide a 27-month fare box refurbishment project, which includes 15 months installation of refurbished fare boxes on all revenue vehicles and back-end system and 12 months post-installation system support, for a total amount not to exceed \$19 million.	Regular	09/30/10
4138-07/08	Police	\$600,000	Will provide Phlebotomy services 24 hours per day, 7 days a week, to conduct blood draws at various locations on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco.	Regular	06/30/12
4139-07/08	Police	\$850,000	Will provide the San Francisco Police Department with psychological evaluations of final entry level police officer candidates and refinement of predictive validity assessment procedures.	Regular	06/30/12
4140-07/08	Police	\$2,720,000	Will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place.	Regular	06/30/12
4141-07/08	Public Utilities	\$28,000,000	Will provide Bay Division Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	Regular	02/01/14
4142-07/08	Public Utilities	\$27,700,000	Will provide San Joaquin Regional Construction Management (CM) Services to oversee a specific WSIP constructing project, the Bay Tunnel, on behalf of the SFPUC.	Regular	02/01/14
4143-07/08	Public Utilities	\$17,700,000	Will provide Sunol Valley Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	Regular	02/01/14
4144-07/08	Public Utilities	\$65,000	Will provide monitoring of federally-endangered San Francisco garter snake (SFGS) and federally threatened Californian red-legged frog (CRLF) at three locations on the Peninsula Watershed.	Regular	12/31/08
4145-07/08	Public Utilities	\$405,000	Will provide independent technical review to ensure that the Master Plan incorporates not only proven best technologies, but also cost effective, environmentally sensitive and community responsive solutions.	Regular	07/31/10

4146-07/08	Risk Management/ GSA-City Administrator	\$9,500,000	Will create a pre-qualified list of insurance brokers and risk mgmt. services firms for as-needed support in the areas of broker services, risk analysis and Enterprise Risk Management consultant services, insurance services and claims support service.	Regular	06/30/15
4147-07/08	Department of Telecommunications and Information Services	\$0.00	Will provide an audit to the City's telecommunication bills to identify any potential billing errors by the carriers and prepare documentation for the City to request refunds for overcharges; make recommendations to minimize risk of overbilling.	Regular	04/21/09
4148-07/08	Department of Telecommunications and Information Services	\$500,000	Will provide at the approval of in house staff, as-needed printing and bindery services to include two color printing, collating, folding and binding.	Regular	04/14/13
4149-07/08	Public Works	\$4,000,000	Will provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services.	Regular	06/16/13
4131-07/08	Mayor's Office of Economic and Work- force Development	Increase Amount \$23,500 New Amount \$73,000	Will provide strategic planning, curriculum development, program implementation, support, grant writing and other fund development activities for the CityBuild program.	Regular	01/31/08

**Recommendation of the
Human Resources
Director:**

- (1) Postpone PSC #4134-07/08 to the meeting of May 19, 2008 at the request of the Department of Human Resources.
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

- (7) **Appeals by Eriberto Nacion and Viola Slocum Hubbard regarding the rejection of their applications for the 1844 Senior Management Assistant examination. (File No. 0159-08-4) - Action Item**

April 7, 2008: Continue to the meeting of April 21, 2008 at 5:00 p.m.

Recommendation: Postpone to the meeting of May 5, 2008 at 5:00 p.m.

- (8) **Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2008-2009. (File No. 0179-08-3) - Action Item**

**Recommendation of the
Human Resources
Director:** Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2008.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (9) **Determination of future employability: permanent appointment of Leo McFadden, Senior Building Inspector (Job Code 6333) Department of Building Inspection.**
(File No. 0829-06-7) - Action Item

March 17, 2008: Postpone to the meeting of April 21, 2008 at the request of Stewart Weinberg, Attorney for Leo McFadden.

Recommendation of the Human Resources Director: No future employment with the City and County of San Francisco.

EXECUTIVE OFFICER'S REPORT

- (10) **Inspection Service Report on Promotional Opportunities for 7355 Truck Drivers.**
(File No. 0183-08-11) – Action Item

July 17, 2007: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Long on the grounds that there have been no showing that the Human Resources Director has abused his discretion with respect to the minimum qualifications in the job announcement for Class 7281, Street Environmental Services Operations Supervisor.
(Vote of 5 to 0)

Note: The Commission requested that an inspection service inquiry be undertaken to explore promotional opportunities afforded to 7355 Truck Drivers that are merit-based and reasonable; the history of the 7355 Truck Drivers performing supervisory tasks, what their traditional promotional paths have been and what they are now. The Commission also requested a report on whether regular performance evaluations are being conducted for the 7355 Truck Drivers.

Recommendation: Open for discussion.

- (11) Report on Requests for Hearing by Eligibles on the Q-35 Assistant Inspector List ID 21055. (File No. 0184-08-5) – Action Item

Recommendation: Open for discussion.

- (12) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION
- (13) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS
- (14) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
April 21, 2008

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:03 p.m.

DOCUMENTS DEPT.

ROLL CALL

APR 28 2008

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrondo
Commissioner Mary Y. Jung

Present
Present
Present
Present (Left at 5:21 p.m. Missed Item #s
10,11,12,13,14)
Not Present (notified absence)

SAN FRANCISCO
PUBLIC LIBRARY

Commissioner Yu-Yee Wu

President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of March 17, 2008

April 7, 2008: President Becerril and Commissioner Gorrondo recused (Vote of 4 to 0); Postpone to the meeting of April 21, 2008. (Three (3) votes are needed for Commission action.)

Action: Postpone to the meeting of May 5, 2008. (Vote of 4 to 0)

Regular Meeting of April 7, 2008

Action: Approve. (Vote of 3 to 0; Commissioner Jung recused. Vote of 4 to 0)

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

**0157-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-07/08 <i>Over to 5/5/08</i>	Human Services	\$30,400	Will manage the state designated contractor EDS who provide day-to-day management of the CalWIN comprehensive automated system, which is necessary in administering multiple health and welfare benefits and services to clients throughout the State.	Continuing	07/01/16
4120-07/08	Municipal Transportation Agency	\$250,000	Will provide professional consulting assistance to the San Francisco Municipal Transportation Agency (SFMTA) and Parking Authority (PA) in establishing requirements and specifications for a Parking Access and Revenue Control System.	Regular	06/30/09
4125-07/08	Public Utilities Commission	\$3,000,000	Will provide inspection services and design upgrades for HHWAP for hydrogenation and power facilities.	Regular	06/30/11

April 7, 2008:

1. Postpone PSC #2001-07/08 to the meeting of April 21, 2008 for the Human Services Agency to clarify contract amount.
2. Postpone PSC #4120-07/08 to the meeting of April 21, 2008 at the request of the Municipal Transportation Agency.
3. Postpone PSC #4125-07/08 to the meeting of April 21, 2008 at the request of the Public Utilities Commission.

Speakers:

Shanam Farhangi and Thomas Bower, Municipal Transportation Agency spoke on PSC #4120-07/08.

Action:

- (1) Postpone PSC #2001-07/08 to the meeting of May 5, 2008 at the request of the Human Services Agency. (Vote of 4 to 0)
- (2) Adopt the Human Resources Director's report on PSC #4120-07/08 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
- (3) Adopt the Human Resources Director's report on PSC # 4125-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

**0182-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1003-08/09	District Attorney's Office	\$90,000	Will provide services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/09
4132-07/08	Airport	\$84,000	Will provide pre-employment drug testing services and drug & alcohol testing for reasonable suspicion, random, post-accident, return-to-duty and follow-up testing.	Regular	08/31/16

Civil Service Commission Meeting Minutes

Regular Meeting of April 21, 2008

4133-07/08	Airport	\$120,000	Will provide services to assess business, management, infrastructure, construction safety, supply logistics, community relationship and stakeholder risks and to propose mitigation measures to improve the Airport's risk profile.	Regular	04/30/10
4134-07/08 <i>Over to 5/19/08</i>	Department of Human Resources	\$7,500,000	Will provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of both litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Regular	07/31/11
4135-07/08	Municipal Transportation Agency	\$150,000	Will provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for MTA employees and contractors in compliance with DOT/FTA.	Regular	06/30/11
4136-07/08	Municipal Transportation Agency	\$239,470	Will provide 110 Muni diesel and electric coaches with Automatic Passenger Counting (APC) equipment. This equipment will count boardings and alighting to determine accurate ridership numbers.	Regular	12/31/08
4137-07/08	Municipal Transportation Agency	\$19,000,000	Will provide a 27-month fare box refurbishment project, which includes 15 months installation of refurbished fare boxes on all revenue vehicles and back-end system and 12 months post-installation system support, for a total amount not to exceed \$19 million.	Regular	09/30/10
4138-07/08	Police	\$600,000	Will provide Phlebotomy services 24 hours per day, 7 days a week, to conduct blood draws at various locations on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco.	Regular	06/30/12
4139-07/08	Police	\$850,000	Will provide the San Francisco Police Department with psychological evaluations of final entry level police officer candidates and refinement of predictive validity assessment procedures.	Regular	06/30/12
4140-07/08	Police	\$2,720,000	Will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place.	Regular	06/30/12
4141-07/08	Public Utilities	\$28,000,000	Will provide Bay Division Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Bay Division, on behalf of the SFPUC.	Regular	02/01/14
4142-07/08	Public Utilities	\$27,700,000	Will provide San Joaquin Regional Construction Management (CM) Services to oversee a specific WSIP constructing project, the San Joaquin, on behalf of the SFPUC.	Regular	02/01/14
4143-07/08	Public Utilities	\$17,700,000	Will provide Sunol Valley Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Sunol Valley, on behalf of the SFPUC.	Regular	02/01/14
4144-07/08	Public Utilities	\$65,000	Will provide monitoring of federally-endangered San Francisco garter snake (SFGS) and federally threatened Californian red-legged frog (CRLF) at three locations on the Peninsula Watershed.	Regular	12/31/08
4145-07/08	Public Utilities	\$405,000	Will provide independent technical review to ensure that the Master Plan incorporates not only proven best technologies, but also cost effective, environmentally sensitive and community responsive solutions.	Regular	07/31/10

4146-07/08	Risk Management/ GSA-City Administrator	\$9,500,000	Will create a pre-qualified list of insurance brokers and risk mgmt. services firms for as-needed support in the areas of broker services, risk analysis and Enterprise Risk Management consultant services, insurance services and claims support service.	Regular	06/30/15
4147-07/08	Department of Telecommunications and Information Services	\$0.00	Will provide an audit to the City's telecommunication bills to identify any potential billing errors by the carriers and prepare documentation for the City to request refunds for overcharges; make recommendations to minimize risk of overbilling.	Regular	04/21/09
4148-07/08	Department of Telecommunications and Information Services	\$500,000	Will provide at the approval of in house staff, as-needed printing and bindery services to include two color printing, collating, folding and binding.	Regular	04/14/13
4149-07/08	Public Works	\$4,000,000	Will provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services.	Regular	06/16/13
4131-07/08	Mayor's Office of Economic and Work- force Development	Increase Amount \$23,500 New Amount \$73,000	Will provide strategic planning, curriculum development, program implementation, support, grant writing and other fund development activities for the CityBuild program.	Regular	01/31/08

Speakers:

Galen Leung, San Francisco International Airport, Adrian Moy, Municipal Transportation Agency and Kerry Ko, Department of Human Resources spoke on PSC #s 4132-07/08 and 4135-07/07.

Galen Leung and Michael Warren, San Francisco International Airport and Joan Lubamersky and Matt Hansen, Office of the City Administrator spoke on PSC #s 4133-07/07 and 4146-07/08.

Sgt. Dennis Callahan, San Francisco Police Department spoke on PSC #4139-07/08.

Capt. Paul Chignell, San Francisco Police Department spoke on PSC #4140-07/08.

Valerie O'Donnell and Larry Chatmon, Mayor's Office of Economic & Workforce Development spoke on PSC #4131-07/08.

Harlan Kelly, Kofo Domingo, Harvey Elwin and Carol Isen, Public Utilities Commission and Ging Louie, IFPTE Local 21 spoke on PSC #s 4141-07/08, 4142-07/08 and 4143-07/08.

Pauson Yun, Public Utilities Commission spoke on PSC #4144-07/08.

David Scott and Melissa Moehle, Public Utilities Commission spoke on PSC #4145-07/08.

David German, Department of Telecommunications and Information Services spoke on PSC #4148-07/08.

0182-08-8 (continued)

- Action:**
- (1) Postpone PSC #4134-07/08 to the meeting of May 19, 2008 at the request of the Department of Human Resources. (Vote of 4 to 0)
 - (2) Adopt the Human Resources Director's report on PSC #s 4141-07/08, 4142-07/08 and 4143-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
Note: The Public Utilities Commission to submit a report in 30 days to the Commission on their discussions with IFPTE Local 21.
 - (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0159-08-4 Appeals by Eriberto Nacion and Viola Slocum Hubbard regarding the rejection of their applications for the 1844 Senior Management Assistant examination. (Item No. 7)

April 7, 2008: Continue to the meeting of April 21, 2008 at 5:00 p.m.

Speakers: None.

Action: Postpone to the meeting of May 5, 2008 at 5:00 p.m.
(Vote of 4 to 0)

0179-08-3 Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2008-2009. (Item No. 8)

Speakers: None.

Action: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2008. (Vote of 4 to 0)

0829-06-7 Determination of future employability: permanent appointment of Leo McFadden, Senior Building Inspector (Job Code 6333) Department of Building Inspection. (Item No. 9)

March 17, 2008: Postpone to the meeting of April 21, 2008 at the request of Stewart Weinberg, Attorney for Leo McFadden.

Note: Commissioner Casper disclosed that he has been socially acquainted with the appellant's brother and his father in a political campaign in past years. Neither acquaintance would affect his ability to be fair.

0829-06-7 (continued)

President Becerril also disclosed that because of her position on the Board of Appeals as well as the Board of Supervisors, she came into social contact with many of the people from the Department of Building Inspection. None would affect her ability to be fair.

Speakers: Tess Bobila, Department of Human Resources
Shawn Kelly, City Attorney Senior Investigator
Sean McNulty, Department of Building Inspection
Stewart Weinberg, Attorney for Appellant
Leo McFadden, Appellant
Jennifer Johnston, Department of Human Resources
Kerry Ko, Department of Human Resources

Action: Continue to a meeting when the four Commissioners (Becerril, Casper, Gorrano and Jung) are present. The Commission requests that Ken Harrington, Carla Johnson and Amy Lee, former employees of the Department of Building Inspection appear as witnesses. (Vote of 4 to 0)

**0183-08-11 Inspection Service Report on Promotional Opportunities for 7355 Truck Drivers.
(Item No. 10)**

July 17, 2007: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Long on the grounds that there have been no showing that the Human Resources Director has abused his discretion with respect to the minimum qualifications in the job announcement for Class 7281, Street Environmental Services Operations Supervisor. (Vote of 5 to 0)

Note: The Commission requested that an inspection service inquiry be undertaken to explore promotional opportunities afforded to 7355 Truck Drivers that are merit-based and reasonable; the history of the 7355 Truck Drivers performing supervisory tasks, what their traditional promotional paths have been and what they are now. The Commission also requested a report on whether regular performance evaluations are being conducted for the 7355 Truck Drivers.

Speakers: Anita Sanchez, Executive Officer
Karen Taylor, Department of Human Resources

Action: Accept the report. (Vote of 3 to 0)

0184-08-5 **Report on Requests for Hearing by Eligibles on the Q-35 Assistant Inspector List ID 21055. (Item No. 11)**

Speakers: Anita Sanchez, Executive Officer
Bruce Topp, Department of Human Resources
Julian Hill, Officers for Justice
Michelle Rodriques, Public Advocates
Juanita Stockwell
Nikolaus Borthne
Terrye Ivy
Michael Lewis
Robert Ford
Robert Leung
Nash Balinton
Guillermo Amigo
Savero Flores
Tom O'Connell
Silvia David
Bud Massey
George Fogarty
Sgt. Judith Riggle
Anthony Johnson

Action: The Commission directed the Executive Officer to schedule a hearing on the requests for hearing filed. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 12)

Julian Hill asked for clarification on the preparation for hearing and filing of appeals.

Juanita Stockwell stated that had they known about the hearing they could have been better prepared.

Michael Lewis asked if the people who are not present would have the opportunity to file or re-file an appeal.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

Commissioner Gorrone inquired on the status of a commendation for Commissioner Thomas Ng.

ADJOURNMENT (Item No. 14)

6:52p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

Regular Meeting
of
May 5, 2008

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATION AGENDA

RATIFICATION AGENDA

SPECIAL ORDER OF BUSINESS – 5:00 P.M.

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

DOCUMENTS DEPT.

MAY 01 2008

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ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONE
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

May 5, 2008
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrondo
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of March 17, 2008

April 7, 2008: President Becerril and Commissioner Gorrondo recused (Vote of 4 to 0); Postpone to the meeting of April 21, 2008. (Three (3) votes are needed for Commission action.)

April 21, 2008: Postpone to the meeting of May 5, 2008.

Recommendation: Approve.

Regular Meeting of April 21, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

COMMENDATION AGENDA

- (5) **Commendation for Linda R. Lee, Information Systems Manager, Department of Human Resources, upon her retirement after 31 years of service to the City and County of San Francisco. (File No. 0212-08-1) – Action Item**

Recommendation: Accept the report.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (6) **Review of request for approval of proposed personal services contracts.
(File No. 0157-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-07/08	Human Services	\$11,636,400	Will manage the state designated contractor EDS who provide day-to-day management of the CalWIN comprehensive automated system, which is necessary in administering multiple health and welfare benefits and services to clients throughout the State.	Continuing	07/01/16

April 7, 2008: Postpone PSC #2001-07/08 to the meeting of April 21, 2008 for the Human Services Agency to clarify contract amount.

April 21, 2008: Postpone PSC #2001-07/08 to the meeting of May 5, 2008 at the request of the Human Services Agency.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

- (7) **Review of request for approval of proposed personal services contracts.
(File No. 0207-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4150-07/08	District Attorney's Office	\$255,751	Will provide outreach and education services in the LGBT community on violence-related issues, primarily to reduce the number of incidents of violent/hate crimes committed against LGBT communities.	Regular	06/30/09
4151-07/08	Public Utilities Commission	\$565,347	Will provide renewable energy research and development in enhanced geothermal technology.	Regular	10/01/10
4152-07/08	Public Utilities Commission	\$300,000	Will provide an independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the SFPUC.	Regular	08/01/09

1004-08/09	Health Service System	\$107,735	Will provide COBRA benefits for eligible resigned, laid-off and separated members of the Health Service System.	Annual	06/30/09
1005-08/09	Health Service System	\$110,000	Will provide Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to application vendors.	Annual	06/30/09
1006-08/09	Health Service System	\$156,000	Will administer the Medical and Dependent Care Flexible Spending Account programs for eligible CCSF employees.	Annual	06/30/09
1010-07/08	Health Service System	Increase Amount \$402,165 New Amount \$1,074,220	Will provide health benefit plan actuarial and consulting service. Services include developing rates; consulting with HSS staff; conducting studies of alternative healthcare plans; developing an estimated budget for all core benefit services.	Annual	06/30/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

SPECIAL ORDER OF BUSINESS – 5:00 P.M.

- (8) Appeals by Eriberto Nacion and Viola Slocum Hubbard regarding the rejection of their applications for the 1844 Senior Management Assistant examination. (File No. 0159-08-4) - Action Item

April 7, 2008: Continue to the meeting of April 21, 2008 at 5:00 p.m.

April 21, 2008: Postpone to the meeting of May 5, 2008 at 5:00 p.m.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeals by Eriberto Nacion and Viola Slocum Hubbard.

EXECUTIVE OFFICER'S REPORT

- (9) Report on Timeline and Procedures for Processing and Scheduling Hearings of Appeals before the Civil Service Commission. (File No. 0208-08-1) – Action Item

Recommendation: Accept the report.

- (10) Review of Pending Appeals Log as of April 30, 2008. (File No. 0209-08-1) – Action Item

Recommendation: Accept the report.

- (11) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

- (12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (13) **ADJOURNMENT**



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES
Regular Meeting
May 5, 2008

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:04 p.m.

ROLL CALL

President Alicia D. Becerril	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrondo	Not Present (notified absence)
Commissioner Mary Y. Jung	Present
Commissioner Yu-Yee Wu	Not Present (notified absence)

President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of March 17, 2008

April 7, 2008: President Becerril and Commissioner Gorrondo recused (Vote of 4 to 0); Postpone to the meeting of April 21, 2008. (Three (3) votes are needed for Commission action.)

April 21, 2008: Postpone to the meeting of May 5, 2008.

Action: Postpone to the meeting of May 19, 2008. (Vote of 3 to 0)

Regular Meeting of April 21, 2008

Action: Approve. (Vote of 3 to 0)

COMMENDATION AGENDA

0212-08-1 **Commendation for Linda R. Lee, Information Systems Manager, Department of Human Resources, upon her retirement after 31 years of service to the City and County of San Francisco. (Item No. 5)**

Speakers: Anita Sanchez, Executive Officer
Linda R. Lee, Recipient

Action: Adopt. (Vote of 3 to 0)

0157-08-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-07/08	Human Services	\$11,636,400	Will manage the state designated contractor EDS who provide day-to-day management of the CalWIN comprehensive automated system, which is necessary in administering multiple health and welfare benefits and services to clients throughout the State.	Continuing	07/01/11

April 7, 2008: Postpone PSC #2001-07/08 to the meeting of April 21, 2008 for the Human Services Agency to clarify contract amount.

April 21, 2008: Postpone PSC #2001-07/08 to the meeting of May 5, 2008 at the request of the Human Services Agency.

Speakers: David Curto, Human Services Agency

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0207-08-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4150-07/08	District Attorney's Office	\$255,751	Will provide outreach and education services in the LGBT community on violence-related issues, primarily to reduce the number of incidents of violent/hate crimes committed against LGBT communities.	Regular	06/30/09
4151-07/08 <i>Withdrawn</i>	Public Utilities Commission	\$565,347	Will provide renewable energy research and development in enhanced geothermal technology.	Regular	10/01/10
4152-07/08	Public Utilities Commission	\$300,000	Will provide an independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the SFPUC.	Regular	08/01/09
1004-08/09	Health Service System	\$107,735	Will provide COBRA benefits for eligible resigned, laid-off and separated members of the Health Service System.	Annual	06/30/09

1005-08/09	Health Service System	\$110,000	Will provide Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to application vendors.	Annual	06/30/09
1006-08/09	Health Service System	\$156,000	Will administer the Medical and Dependent Care Flexible Spending Account programs for eligible CCSF employees.	Annual	06/30/09
1010-07/08	Health Service System	Increase Amount \$402,165 New Amount \$1,074,220	Will provide health benefit plan actuarial and consulting service. Services include developing rates; consulting with HSS staff; conducting studies of alternative healthcare plans; developing an estimated budget for all core benefit services.	Annual	06/30/09

Speakers: Maria Bee, District Attorney's Office spoke on PSC #4150-07/08.
Kofo Domingo, Public Utilities Commission spoke on PSC #4151-07/08.
Robin Courtney, Health Service System spoke on PSC #s 1004-08/09 through 1006-08/09 and PSC #1010-07/08.

Action: (1) Withdraw PSC #4151-07/08 at the request of the Public Utilities Commission. (Vote of 3 to 0)
(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

SPECIAL ORDER OF BUSINESS – 5:00 P.M.

Note: The meeting recessed at 3:17 p.m. and reconvened at 5:10 p.m. for the Special Order of Business.

0159-08-4 Appeals by Eriberto Nacion and Viola Slocum Hubbard regarding the rejection of their applications for the 1844 Senior Management Assistant examination. (Item No. 8)

April 7, 2008: Continue to the meeting of April 21, 2008 at 5:00 p.m.

April 21, 2008: Postpone to the meeting of May 5, 2008 at 5:00 p.m.

Speakers: Stephanie Mayorga-Tipton, Department of Human Resources
Rodel Rodis, Attorney
Eriberto Nacion, Appellant
Viola Slocum Hubbard, Appellant

Note: Commissioner Jung stated that she listened to the audio tape of this item, of the meeting of April 7, 2008 and is prepared to participate in this hearing.

She also disclosed that she knew Mr. Rodel Rodis, Representative for Mr. Nacion socially but the acquaintance would not affect her ability to be fair.

0159-08-4 (continued)

- Action:**
- (1) Grant the appeal by Eriberto Nacion by allowing him to participate in the 1844 Senior Management Assistant examination. (Vote of 3 to 0)
 - (2) Grant the appeal by Viola Slocum Hubbard to allow her to participate in the 1844 Senior Management Assistant examination. (Vote of 2 to 1; President Becerril dissents.) Continue to the meeting of May 19, 2008. (Three (3) votes are needed for Commission action.)

EXECUTIVE OFFICER'S REPORT

0208-08-1 Report on Timeline and Procedures for Processing and Scheduling Hearings of Appeals before the Civil Service Commission. (Item No. 9)

Speakers: Anita Sanchez, Executive Officer
Jennifer Johnston, Department of Human Resources

Action: Accept the report. The Commission directed the Executive Officer to issue a memo reminding departments to comply with the timelines in the Procedures for processing and scheduling hearings before the Civil Service Commission. (Vote of 3 to 0)

0209-08-1 Review of Pending Appeals Log as of April 30, 2008. (Item No. 10)

Speakers: Anita Sanchez, Executive Officer

Action: Accept the report. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 11)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

None.

ADJOURNMENT (Item No. 13)

6:38 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

9/08

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRORO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
May 19, 2008

2:00 p.m.
ROOM 400, CITY HALL
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REGULAR AGENDA

EXECUTIVE OFFICER'S REPORT

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San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

May 19, 2008
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrondo
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of March 17, 2008

April 7, 2008: President Becerril and Commissioner Gorrondo recused (Vote of 4 to 0); Postpone to the meeting of April 21, 2008. (Three (3) votes are needed for Commission action.)

April 21, 2008: Postpone to the meeting of May 5, 2008.

May 5, 2008: Postpone to the meeting of May 19, 2008.

Recommendation: Approve.

Regular Meeting of May 5, 2008

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

COMMENDATION AGENDA

- (5) **Commendation for Thomas T. Ng for his dedicated service to the City and County of San Francisco as Civil Service Commissioner from May 2003 to January 2008.**
(File No. 0224-08-1) – Action Item

Recommendation: Adopt.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (6) **Review of request for approval of proposed personal services contracts.**
(File No. 0157-08-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4126-07/08	Public Utilities Commission	\$2,500,000	Will provide scope of work to assist and support Program Controls staff in project scheduling, cost controls, cost estimating, CPM scheduling and systems integration.	Regular	07/01/11

April 7, 2008: Postpone to the meeting of May 19, 2008 at the request of the Public Utilities Commission.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

- (7) **Review of request for approval of proposed personal services contracts.**
(File No. 0182-08-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4134-07/08	Department of Human Resources	\$7,500,000	Will provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of both litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Regular	07/31/11

April 21, 2008: Postpone to the meeting of May 19, 2008 at the request of the Department of Human Resources.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) **Review of request for approval of proposed personal services contracts.**
(File No. 0220-08-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4153-07/08	Arts Commission	\$60,000	Will provide a complex motion system for Facsimile artwork at Moscone Center West. Will fabricate the parts needed for the redesign of the motion system, and supervise the removal of existing motion system component.	Regular	12/31/10
4154-07/08	Municipal Transportation Agency	\$3,532,482	Will provide non-construction installation of multi-space meters for Parking Meter Pilot Program: Installation of new parking meters; which includes removal of some existing meter poles and numbering of parking spaces.	Regular	06/03/10
4155-07/08	Public Utilities Commission	\$4,000,000	Will provide recruitment and administration of highly experienced individual specialists for Technical Advisory Panels, Task Forces and Working Groups to advise Projects, Programs or the General Manager on specific technical matters.	Regular	05/31/13
4156-07/08	Public Utilities Commission	\$125,000	Will provide commercial paper dealers to market and sell commercial paper on behalf of the SFPUC Water Enterprise.	Regular	07/31/13
4157-07/08	Office of Public Finance	\$70,000	Will provide financial advisory services pertaining to municipal debt, in particular refunding of various outstanding General Obligation Bonds 2008-R1.	Regular	04/08/09
4159-07/08	Department of Emergency Management – SUASI	\$200,000	Will provide development of a shelter toolkit and associated activities. The final portion of the contract deliverables are being completed, however the project timeline has been impacted by an initial lack of full engagement.	Regular	07/31/08
4052-07/08	Department of Human Resources	\$0.00	Will provide workers' compensation claims auditing services to determine the efficiency, effectiveness, and the consistency of claims adjusting service and the accuracy of loss runs.	Regular	04/30/11
4158-07/08	Public Library	Increase Amount \$401,000 New Amount \$450,000	Will provide one to four day general and advanced SAT tutorial workshops for high school students to be held in various library branches to provide equal access to the diverse communities in the City.	Regular	12/31/14

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

(9) **Appeal by Viola Slocum Hubbard regarding the rejection of her application for the 1844 Senior Management Assistant examination. (File No. 0159-08-4) - Action Item**

April 7, 2008: Continue to the meeting of April 21, 2008 at 5:00 p.m.

April 21, 2008: Postpone to the meeting of May 5, 2008 at 5:00 p.m.

File No. 0159-08-4 (continued)

May 5, 2008: Grant the appeal by Viola Slocum Hubbard to allow her to participate in the 1844 Senior Management Assistant examination. (Vote of 2 to 1; President Becerril dissents.) Continue to the meeting of May 19, 2008. (Three (3) votes are needed for Commission action.)

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Viola Slocum Hubbard.

- (10) **Certification of Benefits of Elected Officials (including members of the Board of Supervisors) for Fiscal Year 2008 – 09 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (File No. 0221-08-3) - Action Item**

Recommendation: Accept the report; Certify the benefits of elected officials (including members of the Board of Supervisors) for Fiscal Year 2008 – 09 of the City and County of San Francisco in accordance with Charter Section A8.409-1; Continue the same level of benefits as those of covered Management employees in the Unrepresented Employees Ordinance in effect on July 1, 2008 for Fiscal Year 2008-09.

EXECUTIVE OFFICER'S REPORT

- (11) **Report on Goals and Objectives as of April 30, 2008. (File No. 0210-08-1) – Action Item**

Recommendation: Accept the report.

- (12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

- (13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (14) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES Regular Meeting

May 19, 2008

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:10 p.m.

ROLL CALL

President Alicia D. Becerril	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrondo	Present
Commissioner Mary Y. Jung	Present
Commissioner Yu-Yee Wu	Present

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PUBLIC LIBRARY

President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of March 17, 2008

April 7, 2008: President Becerril and Commissioner Gorrondo recused (Vote of 4 to 0); Postpone to the meeting of April 21, 2008. (Three (3) votes are needed for Commission action.)

April 21, 2008: Postpone to the meeting of May 5, 2008.

May 5, 2008: Postpone to the meeting of May 19, 2008.

Action: Approve. (Vote of 3 to 0; President Becerril and Commissioner Gorrondo previously recused.)

Regular Meeting of May 5, 2008

Action: Approve. (Vote of 3 to 0; Commissioners Gorrondo and Wu recused. Vote of 5 to 0)

- 0224-08-1 Commendation for Thomas T. Ng for his dedicated service to the City and County of San Francisco as Civil Service Commissioner from May 2003 to January 2008. (Item No. 5)**

Speakers: Anita Sanchez, Executive Officer
Commissioner Thomas T. Ng, Recipient
The Commissioners extended accolades to Commissioner Ng and wished him the best of health and happiness in the future.

Action: Adopt. (Vote of 5 to 0)

- 0157-08-8 Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4126-07/08	Public Utilities Commission	\$2,500,000	Will provide scope of work to assist and support Program Controls staff in project scheduling, cost controls, cost estimating, CPM scheduling and systems integration.	Regular	07/01/11

April 7, 2008: Postpone to the meeting of May 19, 2008 at the request of the Public Utilities Commission.

Speakers: None.

Action: Withdrawn at the request of the Public Utilities Commission. (Vote of 5 to 0)

- 0182-08-8 Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4134-07/08	Department of Human Resources	\$7,500,000	Will provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of both litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Regular	07/31/11

April 21, 2008: Postpone to the meeting of May 19, 2008 at the request of the Department of Human Resources.

Speakers: Priscilla Morse, Department of Human Resources

Action: Adopt the Human Resources Director's report as amended on May 5, 2008. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Wu recused. Vote of 5 to 0)

0220-08-8 **Review of request for approval of proposed personal services contracts.
(Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4153-07/08	Arts Commission	\$60,000	Will provide a complex motion system for Facsimile artwork at Moscone Center West. Will fabricate the parts needed for the redesign of the motion system, and supervise the removal of existing motion system component.	Regular	12/31/10
4154-07/08	Municipal Transportation Agency	\$3,532,482	Will provide non-construction installation of multi-space meters for Parking Meter Pilot Program: Installation of new parking meters; which includes removal of some existing meter poles and numbering of parking spaces.	Regular	06/03/10
4155-07/08	Public Utilities Commission	\$4,000,000	Will provide recruitment and administration of highly experienced individual specialists for Technical Advisory Panels, Task Forces and Working Groups to advise Projects, Programs or the General Manager on specific technical matters.	Regular	05/31/13
4156-07/08	Public Utilities Commission	\$125,000	Will provide commercial paper dealers to market and sell commercial paper on behalf of the SFPUC Water Enterprise.	Regular	07/31/13
4157-07/08	Office of Public Finance	\$70,000	Will provide financial advisory services pertaining to municipal debt, in particular refunding of various outstanding General Obligation Bonds 2008-R1.	Regular	04/08/09
4159-07/08	Department of Emergency Management – SUASI	\$200,000	Will provide development of a shelter toolkit and associated activities. The final portion of the contract deliverables are being completed, however the project timeline has been impacted by an initial lack of full engagement.	Regular	07/31/08
4052-07/08	Department of Human Resources	\$0.00	Will provide workers' compensation claims auditing services to determine the efficiency, effectiveness, and the consistency of claims adjusting service and the accuracy of loss runs.	Regular	04/30/11
4158-07/08	Public Library	Increase Amount \$401,000 New Amount \$450,000	Will provide one to four day general and advanced SAT tutorial workshops for high school students to be held in various library branches to provide equal access to the diverse communities in the City.	Regular	12/31/14

Speakers:

Ellen Shershow, Arts Commission spoke on PSC #4153-07/08.

Steve Bell, Municipal Transportation Agency spoke on PSC #4154-07/08.

Lora Bowman, Public Utilities Commission spoke on PSC #4155-07/08.

William Bass, Department of Emergency Management spoke on PSC #4159-07/08.

Donna Marion, San Francisco Public Library and Margo Reed, SEIU Local 1021 spoke on PSC #4158-07/08.

0220-08-8 (continued)

- Action:**
- (1) Adopt the Human Resources Director's report on PSC #4155-07/08 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
 - (2) Adopt the Human Resources Director's report on PSC #4052-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Wu recused. Vote of 5 to 0)
 - (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0159-08-4 Appeal by Viola Slocum Hubbard regarding the rejection of her application for the 1844 Senior Management Assistant examination. (Item No. 9)

April 7, 2008: Continue to the meeting of April 21, 2008 at 5:00 p.m.

April 21, 2008: Postpone to the meeting of May 5, 2008 at 5:00 p.m.

May 5, 2008: Grant the appeal by Viola Slocum Hubbard to allow her to participate in the 1844 Senior Management Assistant examination. (Vote of 2 to 1; President Becerril dissents.) Continue to the meeting of May 19, 2008. (Three (3) votes are needed for Commission action.)

Speakers: Stephanie Mayorga-Tipton, Department of Human Resources
Karen Taylor, Department of Human Resources
Margo Reed, SEIU Local 1021
Viola Slocum-Hubbard, Appellant
Langston Slocum, Sr. on behalf of Appellant

Note: Commissioner Yu-Yee Wu stated that she listened to the audio tape of this item, of the meeting of May 5, 2008 and is prepared to participate in this hearing.

Action: Grant the appeal by Viola Slocum Hubbard to allow her to participate in the 1844 Senior Management Assistant examination. (Vote of 4 to 1; President Becerril dissents.)

0221-08-3 **Certification of Benefits of Elected Officials (including members of the Board of Supervisors) for Fiscal Year 2008 – 09 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (Item No. 10)**

Speakers: Anita Sanchez, Executive Officer

Action: Accept the report; Certify the benefits of elected officials (including members of the Board of Supervisors) for Fiscal Year 2008 – 09 of the City and County of San Francisco in accordance with Charter Section A8.409-1; Continue the same level of benefits as those of covered Management employees in the Unrepresented Employees Ordinance in effect on July 1, 2008 for Fiscal Year 2008-09. (Vote of 5 to 0)

EXECUTIVE OFFICER'S REPORT

0210-08-1 **Report on Goals and Objectives as of April 30, 2008. (Item No. 11)**

Speakers: Anita Sanchez, Executive Officer

Action: Accept the report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 12)

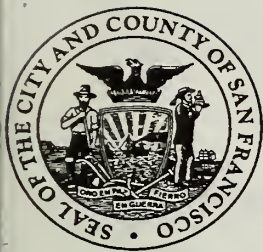
None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

None.

ADJOURNMENT (Item No. 14)

4:39 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

Regular Meeting
of
June 2, 2008

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MAY 29 2008

SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

June 2, 2008
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrondo
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of May 19, 2008

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(5) **ELECTION OF OFFICERS** (File No. 0244-08-1) - Action Item

Recommendation: Open for discussion.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(6) Review of request for approval of proposed personal services contracts.
(File No. 0240-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4160-07/08	Department of Children, Youth & Their Families	\$260,000	Will provide assistance to 100 licensed family childcare workers in San Francisco to open Medical Spending Accounts (MSA's) and to manage health care subsidies of up to \$155-190 per month per provider depending on eligibility and age.	Regular	06/30/10
4161-07/08	Human Resources	\$200,000	Will provide a pre-qualified pool of two or more personnel agencies that can provide, on short notice, qualified Claims Adjusters and Claims Assistants on a temporary basis.	Regular	07/31/10
4162-07/08 <i>Postpone to 6/16/08</i>	Municipal Transportation Agency	\$6,935,000	Will provide design and construction of a canopy system over 6 working tracks in SFMTA's Geneva Yard. This canopy will provide weather protection for the most vulnerable cars in SFMTA's historic rail fleet and minimize deterioration.	Regular	05/31/11
4163-07/08	Public Utilities Commission	\$600,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area.	Regular	06/30/11
4164-07/08	Public Utilities Commission	\$370,000	Will provide specialized civil engineering and laboratory services to support the Bay Division Pipeline (BDPL) 3 and 4 Upgrades design upgrades at the Hayward Fault.	Regular	05/31/09
4165-07/08	GSA/City Administrator/ Office of Labor Standards Enforcement	\$344,000	Will provide a software license for their proprietary web based electronic certified payroll reporting system hosted on their secure server.	Regular	06/30/10
4166-07/08	Office of Public Finance	\$83,000	Will provide financial advisory services for Port of San Francisco. This service will include financial and legal analyses to size, price, and market bonds effectively to achieve the lowest borrowing cost to the City.	Regular	05/01/09
4167-07/08	Public Health and CHN	\$8,268,640	Will provide pick-up and processing of soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).	Regular	06/30/10
4168-07/08	Public Health	\$26,000,000	Will provide third party administration of the new Health Access Program recently renamed Health San Francisco.	Regular	06/30/10
4169-07/08	Public Health	\$225,000	Will provide technical review and interpretation of soil and ground water assessment reports, determine adequacy of plans for corrective action; evaluate geologic and hydro-geologic data from aquifer tests and soil vapor pilot tests.	Regular	06/30/17
4170-07/08	Public Works	\$104,725	Will provide set-up of the CMMS database and share the system with the Department of Real Estate (DRE) to manage maintenance services.	Regular	06/30/11

Civil Service Commission Meeting Agenda

Regular Meeting of June 2, 2008

4171-07/08	Public Works	\$4,000,000	Will provide professional services to assist DPW in administering job order contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects.	Regular	05/21/11
4172-07/08	Public Works	\$8,000,000	Will provide construction management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program.	Regular	12/31/10
4141-06/07	Environment	Increase Amount \$0.00 New Amount \$0.00	Will provide conversions of hybrid electric vehicle to plug-in hybrid electric vehicle with advanced lithium batteries. This is highly specialized work done by only a few companies that are developing the technology.	Regular	03/31/10
4095-03/04	Airport Commission	Increase Amount \$3,300,000 New Amount \$8,800,000	Will implement various security systems and facilities for which integration and operational support are required.	Regular	06/30/10
4101-07/08	Telecom & Information Services	Increase Amount \$2,109,912 New Amount \$4,709,912	Will provide system software and special technical support services for the City's mainframe.	Regular	11/30/10
4062-04/05	Public Health	Increase Amount \$1,000,000 New Amount \$5,100,000	Will provide programmatic and information systems support to various programs and related consulting/training.	Regular	06/30/15
4046-04/05	Public Health	Increase Amount \$2,700,000 New Amount \$5,400,000	Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	Regular	12/30/14
4097-05/06	Public Health	Increase Amount \$10,000,000 New Amount \$20,000,000	Will provide health insurance to children, the families they come from, and young adults ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids insurance program.	Regular	06/30/09
2000-07/08	Public Health and CHN	Increase Amount \$700,000 New Amount \$1,600,000	Will provide fiscal and programmatic services for a variety of intermittent and as-needed community health, planning, support and service projects.	Regular	06/30/13

**Recommendation of the
Human Resources
Director:**

- (1) Postpone PSC #4162-07/08 to the meeting of June 16, 2008 at the request of the Municipal Transportation Agency.
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

SEPARATIONS AGENDA**SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA**

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (7) **Determination of future employability: permanent appointment of Leo McFadden, Senior Building Inspector (Job Code 6333) Department of Building Inspection.**
(File No. 0829-06-7) - Action Item

March 17, 2008: Postpone to the meeting of April 21, 2008 at the request of Stewart Weinberg, Attorney for Leo McFadden.

Note: Commissioner Casper disclosed that he has been socially acquainted with the appellant's brother and his father in a political campaign in past years. Neither acquaintance would affect his ability to be fair.

President Becerril also disclosed that because of her position on the Board of Appeals as well as the Board of Supervisors, she came into social contact with many of the people from the Department of Building Inspection. None would affect her ability to be fair.

April 21, 2008: Continue to a meeting when the four Commissioners (Becerril, Casper, Gorrone and Jung) are present. The Commission requests that Ken Harrington, Carla Johnson and Amy Lee, former employees of the Department of Building Inspection appear as witnesses.

**Recommendation of the
Human Resources
Director:**

No future employment with the City and County of San Francisco.

- (8) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**
- (9) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (10) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2/08
DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

LICIA D. BECERRIL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
June 2, 2008

DOCUMENTS DEPT

JUN - 6 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Alicia D. Becerril	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Present
Commissioner Mary Y. Jung	Present (Left at 5:17 p.m. Missed Item #'s 8,9,10)
Commissioner Yu-Yee Wu	Present

President Alicia D. Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of May 19, 2008

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

The Executive Officer announced the omission of PSC #2000-03/04 from the Agenda. This item is postponed to the meeting of June 16, 2008.

0244-08-1 **ELECTION OF OFFICERS** (Item No. 5)

Action: Commissioner Donald A. Casper was elected President for the term of office ending May 31, 2009. (Vote of 5 to 0)
 Commissioner Morgan R. Gorrone was elected Vice President for the term of office ending May 31, 2009. (Vote of 5 to 0)

0240-08-8 **Review of request for approval of proposed personal services contracts.**
(Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4160-07/08 <i>Postpone to 6/16/08</i>	Department of Children, Youth & Their Families	\$260,000	Will provide assistance to 100 licensed family childcare workers in San Francisco to open Medical Spending Accounts (MSA's) and to manage health care subsidies of up to \$155-190 per month per provider depending on eligibility and age.	Regular	06/30/10
4161-07/08	Human Resources	\$200,000	Will provide a pre-qualified pool of two or more personnel agencies that can provide, on short notice, qualified Claims Adjusters and Claims Assistants on a temporary basis.	Regular	07/31/10
4162-07/08 <i>Postpone to 6/16/08</i>	Municipal Transportation Agency	\$6,935,000	Will provide design and construction of a canopy system over 6 working tracks in SFMTA's Geneva Yard. This canopy will provide weather protection for the most vulnerable cars in SFMTA's historic rail fleet and minimize deterioration.	Regular	05/31/11
4163-07/08	Public Utilities Commission	\$600,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area.	Regular	06/30/11
4164-07/08	Public Utilities Commission	\$370,000	Will provide specialized civil engineering and laboratory services to support the Bay Division Pipeline (BDPL) 3 and 4 Upgrades design upgrades at the Hayward Fault.	Regular	05/31/09
4165-07/08	GSA/City Administrator/ Office of Labor Standards Enforcement	\$344,000	Will provide a software license for their proprietary web based electronic certified payroll reporting system hosted on their secure server.	Regular	06/30/10
4166-07/08	Office of Public Finance	\$93,000	Will provide financial advisory services for Port of San Francisco. This service will include financial and legal analyses to size, price, and market bonds effectively to achieve the lowest borrowing cost to the City.	Regular	05/01/09
4167-07/08	Public Health and CHN	\$8,268,640	Will provide pick-up and processing of soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).	Regular	06/30/10
4168-07/08	Public Health	\$26,000,000	Will provide third party administration of the new Health Access Program recently renamed Health San Francisco.	Regular	06/30/10
4169-07/08	Public Health	\$225,000	Will provide technical review and interpretation of soil and ground water assessment reports, determine adequacy of plans for corrective action; evaluate geologic and hydro-geologic data from aquifer tests and soil vapor pilot tests.	Regular	06/30/17
4170-07/08	Public Works	\$104,725	Will provide set-up of the CMMS database and share the system with the Department of Real Estate (DRE) to manage maintenance services.	Regular	06/30/11

4171-07/08	Public Works	\$4,000,000	Will provide professional services to assist DPW in administering job order contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects.	Regular	05/21/11
4172-07/08 <i>Postpone to 6/16/08</i>	Public Works	\$8,000,000	Will provide construction management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program.	Regular	12/31/10
4141-06/07	Environment	Increase Amount \$0.00 New Amount \$0.00	Will provide conversions of hybrid electric vehicle to plug-in hybrid electric vehicle with advanced lithium batteries. This is highly specialized work done by only a few companies that are developing the technology.	Regular	03/31/10
4095-03/04	Airport Commission	Increase Amount \$3,300,000 New Amount \$8,800,000	Will implement various security systems and facilities for which integration and operational support are required.	Regular	06/30/10
4101-07/08 <i>Postpone to 6/16/08</i>	Telecom & Information Services	Increase Amount \$2,109,912 New Amount \$4,709,912	Will provide system software and special technical support services for the City's mainframe.	Regular	11/30/10
4062-04/05	Public Health	Increase Amount \$1,000,000 New Amount \$5,100,000	Will provide programmatic and information systems support to various programs and related consulting/training.	Regular	06/30/15
4046-04/05	Public Health	Increase Amount \$2,700,000 New Amount \$5,400,000	Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	Regular	12/30/14
4097-05/06	Public Health	Increase Amount \$10,000,000 New Amount \$20,000,000	Will provide health insurance to children, the families they come from, and young adults ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids insurance program.	Regular	06/30/09
2000-07/08	Public Health and CHN	Increase Amount \$700,000 New Amount \$1,600,000	Will provide fiscal and programmatic services for a variety of intermittent and as-needed community health, planning, support and service projects.	Regular	06/30/13

Speakers:

Artina Lim and September Jarrett, Department of Children, Youth and Their Families and Margot Reed, SEIU Local 1021 spoke on PSC #4160-07/08.

Pauson Yun and Dana Haasz, Public Utilities Commission spoke on PSC #4163-07/08.

Joe Majer, Office of Labor Standards and Enforcement spoke on PSC #4165-07/08.

Nadia Sesay, Office of Public Finance spoke on PSC #4166-07/08.

Jacquie Hale and Tangerine Brigham, Department of Public Health spoke on PSC #4168-07/08.

Jacquie Hale and Scott Nakamura, Department of Public Health spoke on PSC #4169-07/08 and 4046-04/05.

0240-08-8 (continued)

Jacquie Hale, Department of Public Health spoke on PSC #2000-07/08.

Mark Dorian, Department of Public Works spoke on PSC #4171-07/08.

John Thomas, Department of Public Works spoke on PSC #4172-07/08.

Action:

- (1) Postpone PSC #4160-07/08 to the meeting of June 16, 2008 by mutual agreement of the Department of Children, Youth and Their Families and SEIU Local 1021. (Vote of 5 to 0)
- (2) Postpone PSC #4162-07/08 to the meeting of June 16, 2008 at the request of the Municipal Transportation Agency. (Vote of 5 to 0)
- (3) Postpone PSC #4101-07/08, PSC #4172-07/08 and PSC #2000-03/04 to the meeting of June 16, 2008. (Vote of 5 to 0)
- (4) Adopt the Human Resources Director's report on PSC #4165-07/08 and PSC #4166-07/08 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- (5) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0829-06-7

Determination of future employability: permanent appointment of Leo McFadden, Senior Building Inspector (Job Code 6333) Department of Building Inspection. (Item No. 7)

March 17, 2008: Postpone to the meeting of April 21, 2008 at the request of Stewart Weinberg, Attorney for Leo McFadden.

Note: Commissioner Casper disclosed that he has been socially acquainted with the appellant's brother and his father in a political campaign in past years. Neither acquaintance would affect his ability to be fair.

President Becerril also disclosed that because of her position on the Board of Appeals as well as the Board of Supervisors, she came into social contact with many of the people from the Department of Building Inspection. None would affect her ability to be fair.

April 21, 2008: Continue to a meeting when the four Commissioners (Becerril, Casper, Gorrone and Jung) are present. The Commission requests that Ken Harrington, Carla Johnson and Amy Lee, former employees of the Department of Building Inspection appear as witnesses.

0829-06-7 (continued)

- Speakers:** Jennifer Johnston, Department of Human Resources
Shawn Kelly, City Attorney Senior Investigator
Leo McFadden, Appellant
Stewart Weinberg, Attorney representing appellant
Joe O'Donoghue, Former Head of the Residential Association
- Note:** Commissioner Wu stated she was not present at the April 21, 2008 meeting; however she listened to the tape of the item and reviewed the materials for that meeting.
- Action:** No future employment with the City and County of San Francisco. (Vote of 4 to 1; President Alicia Becerril dissents.)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 8)

George Diaz, Human Services Agency, Chapter Chief Steward, SEIU Local 1021 expressed his discontent at the record of the Human Services Agency and their lack of fairness and diversity in their hiring and promotion practices. Minimum qualifications to test for the 2907 Eligibility Worker Supervisor and the 2948 Section Manager positions are manipulated to prevent women and people of color from qualifying.

David Williams, Human Services Agency, Chapter Co-President, SEIU Local 1021 spoke about the current layoffs which are being done under the guise of budget cuts but may have been done more because of the will to restructure the department. An entire classification (2948) was eliminated.

Sin Yee Poon, Human Services Agency, Chapter Co-President, SEIU Local 1021 stated they are here to draw attention to the fact that the department circumvents Civil Service Rules by "slight of hand" methods. Would like the Civil Service Commission to take a look at the department and how they do business.

Margot Reed, SEIU Local 1021 urged the Commission to look at departments to insure they are using the merit system correctly.

Micki Callahan, Human Resources Director stated that the Department of Human Resources staff would be happy to make a presentation before the Commission on layoffs.

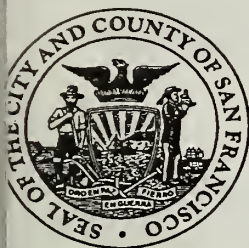
COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 9)

Commissioner Gorrone requested a report on how the layoffs are being done and who are they going to affect.

Commissioner Becerril also requested a response as well as a brief overview.

ADJOURNMENT

5:30 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

Regular Meeting
of
June 16, 2008

DOCUMENTS DEPT.

JUN 12 2008

SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

6/12
RONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

LICIA D. BECERRIL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT NO. 1000



EXPERIMENTAL		ANALYSIS
NO.	DESCRIPTION	
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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

June 16, 2008
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrondo
Commissioner Alicia D. Becerril
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of June 2, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

**(5) Presentation of Appreciation to Commissioner Alicia D. Becerril for her service as President of the Civil Service Commission from June 5, 2007 to June 2, 2008.
(File No. 0272-08-1) – Action Item**

Recommendation: Adopt.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(6) Review of request for approval of proposed personal services contracts.
(File No. 0240-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4160-07/08	Department of Children, Youth & Their Families	\$455,000	Will provide assistance to 100 licensed family childcare workers in San Francisco to open Medical Spending Accounts (MSA's) and to manage health care subsidies of up to \$155-190 per month per provider depending on eligibility and age.	Regular	06/30/10
4162-07/08 <i>Withdrawn</i>	Municipal Transportation Agency	\$6,935,000	Will provide design and construction of a canopy system over 6 working tracks in SFMTA's Geneva Yard. This canopy will provide weather protection for the most vulnerable cars in SFMTA's historic rail fleet and minimize deterioration.	Regular	05/31/11
4172-07/08	Public Works	\$8,000,000	Will provide construction management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program.	Regular	12/31/10
4101-07/08	Telecom & Information Services	Increase Amount \$2,109,912 New Amount \$4,709,912	Will provide system software and special technical support services for the City's mainframe.	Regular	11/30/10
2000-03/04	Public Health	Increase Amount \$75,125,000 New Amount \$127,000,000	Will provide supportive housing services, including property management services for chronically homeless adults in San Francisco.	Regular	06/30/12

June 2, 2008:

- (1) Postpone PSC #4160-07/08 to the meeting of June 16, 2008 by mutual agreement of the Department of Children, Youth and Their Families and SEIU Local 1021.
- (2) Postpone PSC #4162-07/08 to the meeting of June 16, 2008 at the request of the Municipal Transportation Agency.
- (3) Postpone PSC #4101-07/08, PSC #4172-07/08 and PSC #2000-03/04 to the meeting of June 16, 2008.

**Recommendation of the
Human Resources
Director:**

- (1) Withdraw PSC #4162-07/08 at the request of the Municipal Transportation Agency.
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts.
(File No. 0265-08-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1007-08/09	Office of the Sheriff	\$200,000	Will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	Annual	06/30/09
1008-08/09	Office of the Sheriff	\$700,000	Will provide electronic home detention/monitoring services for inmates who qualify for home detention as an alternative to jail incarceration.	Annual	06/30/09
1009-08/09	Office of the Sheriff	\$190,000	Will facilitate an evaluation process; develop logic model and performance indicators; conduct the evaluation and present findings; and make recommendations to all stakeholders involved.	Annual	07/19/09
2004-07/08	District Attorney	\$90,000	Will provide services to women and transgender individuals who have experienced sexual exploitation and violence. The special focus is low-income drug addicted women and girls who are currently in the criminal justice system.	Continuing	06/30/09
2005-07/08	Public Health	\$300,000,000	Will provide the following services to residents of San Francisco affected by HIV: case management, advocacy, mental health, psychosocial support, benefits eligibility, money management/representative payee, and transportation/vouchers.	Continuing	06/30/18
2006-07/08	Public Health	\$140,000,000	Will provide HIV Prevention programs, including individual risk reduction prevention targeting behavioral risk populations; evaluation of prevention case managements and outreach.	Continuing	06/30/18
2007-07/08	Public Health	\$110,000,000	Will provide the following services to residents of San Francisco affected by HIV: comprehensive primary/clinical health care; TB-related diagnosis, monitoring, treatment, prevention education, community support and training/technical assistance.	Continuing	06/30/18
4173-07/08	Public Utilities Commission	\$20,000,000	Will provide support to Program Controls staff in program and project scheduling. CPM scheduling, forecasting, change control, systems integration, cost controls, cost estimating and other program/project controls related services.	Regular	09/30/14
4174-07/08	Public Utilities Commission	\$2,650,000	Will provide services to design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems.	Regular	08/31/09
4175-07/08	Public Utilities Commission	\$150,000	Will provide bait, trap, dispatch and removal of feral pigs from watershed lands to control the pig population on the Alameda and Peninsula Watersheds.	Regular	07/30/11
4176-07/08	Public Utilities Commission	\$45,000,000	Will provide Program Management, Risk Management, Independent Technical reviews Program Construction Management, Cost Estimating, Labor and Contract Relations and Communications.	Regular	09/30/14
4177-07/08	Airport Commission	\$156,000	Will provide technical support and expertise in situations involving potential workplace violence. Consultant will advise Airport Management on how to handle these critical situations by participating in crisis team meetings.	Regular	06/30/14
4178-07/08	Airport Commission	\$300,000	Will provide veterinary services for the 11-soon-to-be 13-member canine (K9) unit of the San Francisco Police Department-Airport Bureau, including examinations, disease prevention programs, diet and weight management services, medications and treatments.	Regular	06/30/13

4143-07/08	Public Utilities Commission	\$17,700,000	Will provide Sunol Valley Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Sunol Valley, on behalf of the SFPUC.	Regular	02/01/14
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April 21, 2008:

Adopt the Human Resources Director's report on PSC #s 4141-07/08, 4142-07/08 and 4143-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0) Note: The Public Utilities Commission to submit a report in 30 days to the Commission on their discussions with IFPTE Local 21.

Recommendation: Accept the report.

**(10) Semi-Annual M CCP Report and Request for Four Additional Status Grants.
(File No. 0267-08-1) – Action Item**

Recommendation: Adopt the status report and approve the status grants for Paul H. Carlisle, Nancy Chin, Amy K. Schmitt and Dan Schwager from their MEA job codes to their respective posted M CCP job codes.

**(11) Follow-up of Commission Action regarding Requests for Hearing from Q – 35 Eligibles on List ID 21055 - Hearing will address: 1) whether a classification action or decision has occurred; 2) whether timely appeals of a classification action or decision have been filed; and 3) if no classification action or decision has occurred or if the appeals are determined untimely, what issues may be considered for hearing by the Commission.
(File No. 0268-08-1) – Action Item**

Note: A closed session on this item is possible. A closed session may not be held, but the option to hold a closed session is provided to the Commission.

- A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.
- B) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. **(Action Item)**
- C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION -
(Discussion and Possible Action Item)
California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) – As Defendant; One Case
- D) Reconvene in open session:
 - 1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). **(Action Item)**
 - 2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) and San Francisco Administrative Code Section 67.12(b).

April 21, 2008:

The Commission directed the Executive Officer to schedule a hearing on the requests for hearing filed.

Recommendation:

Open for discussion.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (12) **Determination of future employability: permanent appointment of David Johnson, Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0215-08-7) - Action Item**

**Recommendation of the
San Francisco Fire
Department:**

No future employment with the San Francisco Fire Department.

- (13) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**
- (14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (15) **ADJOURNMENT**

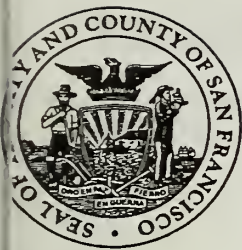
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for

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year

and



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
June 16, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:06 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrono	Present
Commissioner Alicia D. Becerril	Present
Commissioner Mary Y. Jung	Present
Commissioner Yu-Yee Wu Sheridan	Present

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President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Ed Warshauer, SEIU Local 1021 requested that PSC #2005-07/08 through 2007-07/08 be postponed to allow for a meeting with the Department of Public Health.

Douglas Yep thanked the Commission for hearing Item #11 regarding the Q - 35 Eligible List and stated that the process for hearing appeals are too slow.

APPROVAL OF MINUTES

Regular Meeting of June 2, 2008

Action: Approve as amended. (Vote of 5 to 0)

0272-08-1 Presentation of Appreciation to Commissioner Alicia D. Becerril for her service as President of the Civil Service Commission from June 5, 2007 to June 2, 2008. (Item No. 5)

Speakers: President Donald A. Casper

Action: Adopt. (Vote of 5 to 0)

0240-08-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4160-07/08	Department of Children, Youth & Their Families	\$455,000	Will provide assistance to 100 licensed family childcare workers in San Francisco to open Medical Spending Accounts (MSA's) and to manage health care subsidies of up to \$155-190 per month per provider depending on eligibility and age.	Regular	06/30/10
4162-07/08 <i>Withdrawn</i>	Municipal Transportation Agency	\$6,935,000	Will provide design and construction of a canopy system over 6 working tracks in SFMTA's Geneva Yard. This canopy will provide weather protection for the most vulnerable cars in SFMTA's historic rail fleet and minimize deterioration.	Regular	05/31/11
4172-07/08	Public Works	\$8,000,000	Will provide construction management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program.	Regular	12/31/10
4101-07/08 <i>Over to 7/7/08</i>	Telecom & Information Services	Increase Amount \$2,109,912 New Amount \$4,709,912	Will provide system software and special technical support services for the City's mainframe.	Regular	11/30/10
2000-03/04 <i>Over to 7/7/08</i>	Public Health	Increase Amount \$75,125,000 New Amount \$127,000,000	Will provide supportive housing services, including property management services for chronically homeless adults in San Francisco.	Regular	06/30/12

June 2, 2008:

- (1) Postpone PSC #4160-07/08 to the meeting of June 16, 2008 by mutual agreement of the Department of Children, Youth and Their Families and SEIU Local 1021.
- (2) Postpone PSC #4162-07/08 to the meeting of June 16, 2008 at the request of the Municipal Transportation Agency.
- (3) Postpone PSC #4101-07/08, PSC #4172-07/08 and PSC #2000-03/04 to the meeting of June 16, 2008.

Speakers:

Artina Lim, Department of Children, Youth and Their Families spoke on PSC #4160-07/08.

John Thomas, Department of Public Works spoke on PSC #4172-07/08.

Nancy Hastings, Department of Telecommunications and Information Services spoke on PSC #4101-07/08.

Jacquie Hale and Margot d.Antonetty, Department of Public Health and Ed Warshauer, SEIU Local 1021 spoke on PSC #2000-03/04.

0240-08-8 (continued)

Disclosure: Commissioner Gorrone disclosed that he previously worked with Margot d. Antonetty on a project in the Castro and it will not affect his ability to be fair.

Action:

- (1) Withdraw PSC #4162-07/08 at the request of the Municipal Transportation Agency. (Vote of 5 to 0)
- (2) Postpone PSC #4101-07/08 and PSC #2000-03/04 to the meeting of July 7, 2008. (Vote of 5 to 0)
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

**0265-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1007-08/09	Office of the Sheriff	\$200,000	Will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	Annual	06/30/09
1008-08/09	Office of the Sheriff	\$700,000	Will provide electronic home detention/monitoring services for inmates who qualify for home detention as an alternative to jail incarceration.	Annual	06/30/09
1009-08/09	Office of the Sheriff	\$190,000	Will facilitate an evaluation process; develop logic model and performance indicators; conduct the evaluation and present findings; and make recommendations to all stakeholders involved.	Annual	07/19/09
2004-07/08	District Attorney	\$90,000	Will provide services to women and transgender individuals who have experienced sexual exploitation and violence. The special focus is low-income drug addicted women and girls who are currently in the criminal justice system.	Continuing	06/30/09
2005-07/08 <i>Over to 7/7/08</i>	Public Health	\$300,000,000	Will provide the following services to residents of San Francisco affected by HIV: case management, advocacy, mental health, psychosocial support, benefits eligibility, money management/representative payee, and transportation/vouchers.	Continuing	06/30/18
2006-07/08 <i>Over to 7/7/08</i>	Public Health	\$140,000,000	Will provide HIV Prevention programs, including individual risk reduction prevention targeting behavioral risk populations; evaluation of prevention case managements and outreach.	Continuing	06/30/18
2007-07/08 <i>Over to 7/7/08</i>	Public Health	\$110,000,000	Will provide the following services to residents of San Francisco affected by HIV: comprehensive primary/clinical health care; TB-related diagnosis, monitoring, treatment, prevention education, community support and training/technical assistance.	Continuing	06/30/18
4173-07/08	Public Utilities Commission	\$20,000,000	Will provide support to Program Controls staff in program and project scheduling. CPM scheduling, forecasting, change control, systems integration, cost controls, cost estimating and other program/project controls related services.	Regular	09/30/14
4174-07/08	Public Utilities Commission	\$2,650,000	Will provide services to design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems.	Regular	08/31/09

4175-07/08	Public Utilities Commission	\$150,000	Will provide bait, trap, dispatch and removal of feral pigs from watershed lands to control the pig population on the Alameda and Peninsula Watersheds.	Regular	07/30/11
4176-07/08	Public Utilities Commission	\$45,000,000	Will provide Program Management, Risk Management, Independent Technical reviews Program Construction Management, Cost Estimating, Labor and Contract Relations and Communications.	Regular	09/30/14
4177-07/08	Airport Commission	\$156,000	Will provide technical support and expertise in situations involving potential workplace violence. Consultant will advise Airport Management on how to handle these critical situations by participating in crisis team meetings.	Regular	06/30/14
4178-07/08	Airport Commission	\$300,000	Will provide veterinary services for the 11-soon-to-be 13-member canine (K9) unit of the San Francisco Police Department-Airport Bureau, including examinations, disease prevention programs, diet and weight management services, medications and treatments.	Regular	06/30/13
4179-07/08	Arts Commission	\$68,000	Will provide design, fabricate, deliver and install art elements at City Hall in San Francisco.	Regular	05/01/10
4180-07/08	General Services Agency Real Estate Division	\$63,000	Will provide a database to track building repair and maintenance (Constituent Maintenance Management System-CMMS) and share the system with the Bureau of Building Repair (BBR).	Regular	06/30/11
4181-07/08	Public Works	\$149,000	Will provide services for financial consulting in facilities acquisition in conjunction with Hunters Point Shipyard Phase One improvements Community Facilities District No. 7 (FD #7).	Regular	09/10/13
4049-05/06	Telecom & Information Services	Increase Amount \$6,000,000 New Amount \$7,150,000	Will provide professional technical services to assist the City in changing all the radio frequencies used by the Emergency Radio System.	Regular	06/30/10

Speakers:

Maureen Gannon, Office of the Sheriff spoke on PSC #1008-08/09.

Sheila Arcelona, Office of the District Attorney spoke on PSC #2004-07/08.

Larry Hendel, IFPTE Local 21 and Ed Warshauer, SEIU Local 1021, Jacquie Hale, Michelle Long and Wendy Wolf, Department of Public Health spoke on PSC #'s 2005-07/08, 2006-07/08 and 2007-07/08.

Meg Shiffler, Arts Commission spoke on PSC #4179-07/08. Pauson Yun, Harlan Kelly, Jr. and Jignesh Desai, Public Utilities Commission and Ging Louie, IFPTE Local 21 spoke on PSC #'s 4173-07/08 through 4176-07/08.

Action:

- (1) Postpone PSC #2005-07/08 through 2007-07/08 to the meeting of July 7, 2008 by mutual agreement of the Department of Public Health, SEIU Local 1021 and IFPTE Local 21.
- (2) Adopt the Human Resources Director's report on PSC #2004-07/08 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0028-08-4 Appeal by Alissa Victa on the rejection of her application for the 1842 Management Assistant examination. (Item No. 8)

Speakers: None.

Action: Postpone to the meeting of July 7, 2008 at the request of Alissa Victa. (Vote of 5 to 0)

0266-08-8 Report from the Public Utilities Commission on the Status of the Approval of Personal Services Contract Numbers 4141-07/08, 4142-07/08 and 4143-07/08. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4141-07/08	Public Utilities Commission	\$28,000,000	Will provide Bay Division Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Bay Division, on behalf of the SFPUC.	Regular	02/01/14
4142-07/08	Public Utilities Commission	\$27,700,000	Will provide San Joaquin Regional Construction Management (CM) Services to oversee a specific WSIP constructing project, the San Joaquin, on behalf of the SFPUC.	Regular	02/01/14
4143-07/08	Public Utilities Commission	\$17,700,000	Will provide Sunol Valley Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Sunol Valley, on behalf of the SFPUC.	Regular	02/01/14

April 21, 2008: Adopt the Human Resources Director's report on PSC #s 4141-07/08, 4142-07/08 and 4143-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0) Note: The Public Utilities Commission to submit a report in 30 days to the Commission on their discussions with IFPTE Local 21.

Speakers: Harlan Kelly, Jr., Public Utilities Commission

Action: Accept the report. The Public Utilities Commission will submit quarterly reports on the status of the contracts. (Vote of 5 to 0)

0267-08-1 Semi-Annual MCCP Report and Request for Four Additional Status Grants. (Item No. 10)

Speakers: Jennifer Johnston, Department of Human Resources
Debbie Baker, Department of Human Resources

Action: Adopt the status report and approve the status grants for Paul H. Carlisle from MEA Job Code 2560 to MCCP Job Code 0923 Manager II; Nancy Chin and Amy K. Schmitt from MEA Job Code 1237 to MCCP Job Code 0922 Manager I and Dan Schwager from MEA Job Code 2108 to MCCP Job Code 0931 Manager III. (Vote of 5 to 0)

- 0268-08-1 **Follow-up of Commission Action regarding Requests for Hearing from Q – 35 Eligibles on List ID 21055 - Hearing will address: 1) whether a classification action or decision has occurred; 2) whether timely appeals of a classification action or decision have been filed; and 3) if no classification action or decision has occurred or if the appeals are determined untimely, what issues may be considered for hearing by the Commission. (Item No. 11)**

Note: A closed session on this item is possible. A closed session may not be held, but the option to hold a closed session is provided to the Commission.

Disclosure: Commissioner Wu Sheridan disclosed that Michelle Rodriguez and John Affeldt are social acquaintances of hers and she listened to the tape of the April 21, 2008 meeting and reviewed the materials.

Speakers:

Bruce Topp, Department of Human Resources
Jennifer Johnston, Department of Human Resources
Alice Villagomez, San Francisco Police Department
Michelle Rodriguez, Public Advocates
John Affeldt, Public Advocates
Juanita Stockwell, Q – 35 Eligible Appellant
George Fogarty, Q – 35 Eligible Appellant
Nikolaus Borthne, Q – 35 Eligible Appellant
Robert Leung, Q – 35 Eligible Appellant
Michael Lewis, Q – 35 Eligible Appellant
Jacklyn Jehl, Q – 35 Eligible Appellant
Vincent Neeson, Q – 35 Eligible Appellant
Terrye Ivy, Q – 35 Eligible Appellant
Marion Jackson, On behalf of Julian Hill, Officers for Justice
Joe Carroll, Q – 35 Eligible Appellant

- A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

None.

- B) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. **(Action Item)**
The Commission voted to conduct a closed session. (Vote of 4 to 1; Commissioner Gorrone dissents.)

0268-08-1 (continued)

Closed session convened at 7:24 p.m. with the following present:

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Alicia Becerril
Commissioner Mary Jung
Commissioner Yu-Yee Wu Sheridan
Anita Sanchez, Executive Officer
Paul Zarefsky, Deputy City Attorney
Sandra Eng, Assistant Executive Officer
Gloria Sheppard, Personnel Technician

- C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION -
(Discussion and Possible Action Item)
California Government Code Section 54956.9 (b) and San Francisco Administrative
Code Section 67.10 (d) (2) – As Defendant; One Case
Closed session ended at 7:49 p.m.

D) **Reconvened in open session at 7:51 p.m.:**

- 1) Vote to elect whether to disclose any or all discussions held in closed session.
(San Francisco Administrative Code Section 67.12(a). (Action Item)
**The Commission voted that contingent on the outcome of the vote of the
classification matter, it will partially disclose the portion of its discussion
in closed session to request additional information. (Vote of 4 to 1;
Commissioner Becerril dissents.)**
- 2) Disclosure of action taken in closed session pursuant to California
Government Code Section 54957.1 (a) and San Francisco Administrative
Code Section 67.12(b). **No action was taken in closed session.**

April 21, 2008: The Commission directed the Executive Officer to schedule a hearing on the
requests for hearing filed.

- Action:**
- 1) A classification action under Civil Service Commission jurisdiction has
occurred. (Vote of 4 to 1; Commissioner Becerril dissents.)
 - 2) Appeals of the classification action were timely. (Vote of 5 to 0)

0268-08-1 (continued)

**Request for
Information:**

The Commission also scheduled a follow-up hearing on August 18, 2008 and requested the following additional information:

1. The Civil Service Commission's jurisdiction and its ability to interpret various provisions of the Stipulation and Order issued by the Court on October 26, 1998, regarding the selection process of the Q-35 examination and other related orders terminating the Consent Decree.
2. A briefing of Administrative Code Sections 2A.75 through 2A.78 on the powers of the Chief of Police and Police Commission to reorganize the department and make assignments.
3. The specific job duties of the Q-35, Q-50, and 0380 positions and their similarities and differences.
4. What remedies does the Civil Service Commission have at its disposal in this situation?

0215-08-7

Determination of future employability: permanent appointment of David Johnson, Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 12)

Speakers:

Deputy Chief Brendan O'Leary, San Francisco Fire Department
Lisa Berkowitz, Deputy City Attorney
David Johnson, Appellant

Action:

No future employment with the San Francisco Fire Department.
(Vote of 3 to 2; Commissioners Becerril and Wu Sheridan dissent)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 13)

Michael Lewis inquired on how participation in the DROP Program would affect the Q-35 appellants.

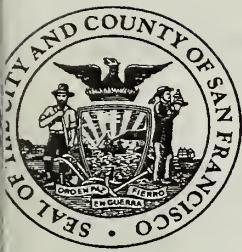
Juanita Stockwell thanked the Commissioners for their attention and hearing the Q-35 matter.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

None.

ADJOURNMENT (Item No. 15)

8:27 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

07-03-08A11:02 RCVD

A G E N D A

Regular Meeting
of
July 7, 2008

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JUL - 3 2008

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SPECIAL ORDER OF BUSINESS – 4:00 P.M.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

DONALD A. CASPER
PRESIDENT

MARGAN R. GORRONO
VICE PRESIDENT

AICIA D. BECERRIL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

WEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

July 7, 2008
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrone
Commissioner Alicia D. Becerril
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu Sheridan

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of June 16, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0240-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4101-07/08	Telecom & Information Services	<i>Decrease</i> Amount <i>(\$98,491)</i> New Amount <i>\$2,501,509</i>	Will provide system software and special technical support services for the City's mainframe.	Regular	11/30/10
2000-03/04	Public Health	Increase Amount \$75,125,000 New Amount \$127,000,000	Will provide supportive housing services, including property management services for chronically homeless adults in San Francisco.	Regular	06/30/12

June 2, 2008: Postpone PSC #4101-07/08 and PSC #2000-03/04 to the meeting of June 16, 2008.

June 16, 2008: Postpone PSC #4101-07/08 and PSC #2000-03/04 to the meeting of July 7, 2008.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

**(6) Review of request for approval of proposed personal services contracts.
(File No. 0265-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2005-07/08	Public Health	\$300,000,000	Will provide the following services to residents of San Francisco affected by HIV: case management, advocacy, mental health, psychosocial support, benefits eligibility, money management/representative payee, and transportation/vouchers.	Continuing	06/30/18
2006-07/08	Public Health	\$140,000,000	Will provide HIV Prevention programs, including individual risk reduction prevention targeting behavioral risk populations; evaluation of prevention case managements and outreach.	Continuing	06/30/18
2007-07/08	Public Health	\$110,000,000	Will provide the following services to residents of San Francisco affected by HIV: comprehensive primary/clinical health care; TB-related diagnosis, monitoring, treatment, prevention education, community support and training/technical assistance.	Continuing	06/30/18

File No. 0265-08-8 (continued)

June 16, 2008:

Postpone PSC #2005-07/08 through 2007-07/08 to the meeting of July 7, 2008.

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0299-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4182-07/08	Environment	\$5,000,000	Will provide designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas including waste reduction, reuse, recycling, toxics reduction, and energy efficiency.	Regular	06/30/13
4183-07/08	Children, Youth & Their Families	\$455,000	Will provide 100 licensed family childcare workers in SF to open Medical Spending Accounts (MSA's), select and enroll in health coverage plans, and to manage health care subsidies of up to \$155-\$190 per month per provider depending on eligibility and age.	Regular	06/30/10
4184-07/08	Arts Commission	\$115,000	Will provide design, fabricate, deliver and install decorative light fixture on sidewalk at intersection of Broadway and Columbus Street in North Beach.	Regular	06/30/09
4185-07/08	Human Rights Commission	\$85,000	Will provide strategic planning consulting services to facilitate an examination of the Human Rights Commission's (HRC) vision, mission, values and charges within today's civil rights climate.	Regular	06/30/09
4186-07/08	Municipal Transportation Agency	\$192,536	Will conduct an executive search to identify, evaluate and recommend candidates for three (3) Sr. level management positions in classification 9183.	Regular	07/01/09
4187-07/08 <i>Over to 8/4/08</i>	Municipal Transportation Agency	\$7,700,000	Will provide for the design and construction of a canopy system over working tracks in SFMTA's Geneva Yard.	Regular	06/30/11
4188-07/08	Port	\$300,000	Will provide Port staff with the issuance of new bonded debt including developing presentations for meetings with rating agencies and underwriters.	Regular	01/01/14
4189-07/08 <i>Over to 8/4/08</i>	Public Utilities Commission	\$50,000,000	Will provide advanced planning support and design of a biosolids (sludge) facility which includes digester, thickening, dewatering and gas handling systems.	Regular	12/31/16
4190-07/08	Public Utilities Commission	\$5,000,000	Will provide professional services to prepare Unit Price Books, technical specifications, training to staff and contractors for a PUC-customized job order contracting (JOC) system.	Regular	07/31/13
4191-07/08	Human Resources	\$500,000	Will provide full integrated marketing and advertising services to assist the Department of Human Resources (DHR) and the San Francisco Police Department (SFPD) in their recruitment efforts for police officers.	Regular	09/01/10

4192-07/08	Department of Tele-communications and Information Services	\$250,000	Will provide scanning and electronic imaging services to convert a City department's paper based documents, photographs and microfilm/microfiche into digital images and to create an index of all imaged documents.	Regular	06/30/10
4193-07/08	Public Health	\$900,000	Will provide review of new and proposed changes to existing institutional Master Plans (IMP) submitted by private acute care hospitals in San Francisco.	Regular	06/30/17

**Recommendation of the
Human Resources
Director:**

- (1) Postpone PSC #4187-07/08 to the meeting of August 4, 2008 at the request of the Municipal Transportation Agency.
- (2) Postpone PSC #4189-07/08 to the meeting of August 4, 2008 at the request of the Public Utilities Commission.
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Alissa Victa on the rejection of her application for the 1842 Management Assistant examination. (File No. 0028-08-4) – Action Item

June 16, 2008: Postpone to the meeting of July 7, 2008 at the request of Alissa Victa.

Recommendation: Appeal withdrawn by appellant.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Request for an extension of the duration of the 9102 Transit Car Cleaner Eligible List #E-9-L. (File No. 0300-08-1) – Action Item

**Recommendation of the
Director of
Transportation:** Adopt the report. Approve request to extend the duration of the 9102 Transit Car Cleaner Eligible List #E-9-L by 12 months with an expiration date of July 17, 2009.

- (10) Department of Human Resources response to request for report on layoff implementation. (File No. 0301-08-1) - Action Item

Recommendation of the
Human Resources Director: Accept the report.

SPECIAL ORDER OF BUSINESS – 4:00 P.M.

- (11) Appeal by Mark Johnson of the H – 40 Battalion Chief tentative eligible list and scoring. (File No. 0293-08-4) - Action Item

Recommendation of the
Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Mark Johnson.

- (12) San Francisco Fire Department's ("SFFD") response to John Hanley's letter to Commissioner Becerril regarding the SFFD's Fire Examinations. (File No. 0302-08-1) - Action Item

Recommendation: Adopt the report.

- (13) Appeal by Kevin Smith and the Black Firefighters Association of the Eligible List for the H – 40 Battalion Chief examinations. (File No. 0263-08-4) - Action Item

Recommendation of the
Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Kevin Smith and the Black Firefighters Association.

- (14) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

- (15) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (16) **ADJOURNMENT**

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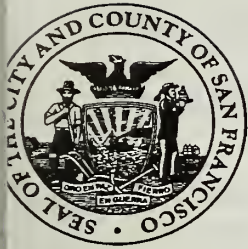
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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
July 7, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Alicia D. Becerril

Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu Sheridan

Present
Present
Present (Left at 9:10 p.m.; Missed Item
#s 10, 14, 15 and 16)
Not Present (Notified absence)
Present

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President Donald Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Pamela Covington, IFPTE Local 21 noted that she would like to sever PSC #4188-07/08 under Item #7.

Don Evans, SEIU Local 1021 requested that Item #10 be severed.

APPROVAL OF MINUTES

Regular Meeting of June 16, 2008

Action: Approve as amended. (Vote of 4 to 0)

**0240-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4101-07/08	Telecom & Information Services	<i>Decrease Amount (\$98,491)</i> New Amount <i>\$2,501,509</i>	Will provide system software and special technical support services for the City's mainframe.	Regular	11/30/10
2000-03/04	Public Health	Increase Amount \$75,125,000 New Amount \$127,000,000	Will provide supportive housing services, including property management services for chronically homeless adults in San Francisco.	Regular	06/30/12

June 2, 2008: Postpone PSC #4101-07/08 and PSC #2000-03/04 to the meeting of June 16, 2008.

June 16, 2008: Postpone PSC #4101-07/08 and PSC #2000-03/04 to the meeting of July 7, 2008.

Speakers: Richard Robinson, Department of Telecommunications and Information Services spoke on Item #4101-07/08.
Jacquie Hale, Marc Trotz and Margot d.Antonetty, Department of Public Health spoke on PSC #2000-03/04.

Action: (1) Adopt the Human Resources Director's report on PSC #4101-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
(2) Adopt the Human Resources Director's report on PSC #2000-03/04 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

**0265-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2005-07/08	Public Health	\$300,000,000	Will provide the following services to residents of San Francisco affected by HIV: case management, advocacy, mental health, psychosocial support, benefits eligibility, money management/representative payee, and transportation/vouchers.	Continuing	06/30/18
2006-07/08	Public Health	\$140,000,000	Will provide HIV Prevention programs, including individual risk reduction prevention targeting behavioral risk populations; evaluation of prevention case managements and outreach.	Continuing	06/30/18
2007-07/08	Public Health	\$110,000,000	Will provide the following services to residents of San Francisco affected by HIV: comprehensive primary/clinical health care; TB-related diagnosis, monitoring, treatment, prevention education, community support and training/technical assistance.	Continuing	06/30/18

0265-08-8 (continued)

June 16, 2008: Postpone PSC #2005-07/08 through 2007-07/08 to the meeting of July 7, 2008.

Speakers: Jacquie Hale and Michelle Long, Department of Public Health and Pam Covington and Ging Louie, IFPTE Local 21 spoke on PSC #2005-07/08.

Jacquie Hale, Israel Nieves-Rivera, Susan Scheer and Wendy Wolf, Department of Public Health spoke on PSC #'s 2006-07/08 and 2007-07/08.

Action: Adopt the Human Resources Director's report as amended. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0299-08-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4182-07/08	Environment	\$5,000,000	Will provide designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas including waste reduction, reuse, recycling, toxics reduction, and energy efficiency.	Regular	06/30/13
4183-07/08	Children, Youth & Their Families	\$455,000	Will provide 100 licensed family childcare workers in SF to open Medical Spending Accounts (MSA's), select and enroll in health coverage plans, and to manage health care subsidies of up to \$155-\$190 per month per provider depending on eligibility and age.	Regular	06/30/10
4184-07/08	Arts Commission	\$115,000	Will provide design, fabricate, deliver and install decorative light fixture on sidewalk at intersection of Broadway and Columbus Street in North Beach.	Regular	06/30/09
4185-07/08 <i>Over to 7/21/08</i>	Human Rights Commission	\$85,000	Will provide strategic planning consulting services to facilitate an examination of the Human Rights Commission's (HRC) vision, mission, values and charges within today's civil rights climate.	Regular	06/30/09
4186-07/08 <i>Over to 7/21/08</i>	Municipal Transportation Agency	\$192,536	Will conduct an executive search to identify, evaluate and recommend candidates for three (3) Sr. level management positions in classification 9183.	Regular	07/01/09
4187-07/08 <i>Over to 8/4/08</i>	Municipal Transportation Agency	\$7,700,000	Will provide for the design and construction of a canopy system over working tracks in SFMTA's Geneva Yard.	Regular	06/30/11
4188-07/08	Port	\$300,000	Will provide Port staff with the issuance of new bonded debt including developing presentations for meetings with rating agencies and underwriters.	Regular	01/01/14
4189-07/08 <i>Over to 8/4/08</i>	Public Utilities Commission	\$50,000,000	Will provide advanced planning support and design of a biosolids (sludge) facility which includes digester, thickening, dewatering and gas handling systems.	Regular	12/31/16

4190-07/08	Public Utilities Commission	\$5,000,000	Will provide professional services to prepare Unit Price Books, technical specifications, training to staff and contractors for a PUC-customized job order contracting (JOC) system.	Regular	07/31/13
4191-07/08	Human Resources	\$500,000	Will provide full integrated marketing and advertising services to assist the Department of Human Resources (DHR) and the San Francisco Police Department (SFPD) in their recruitment efforts for police officers.	Regular	09/01/10
4192-07/08	Department of Telecommunications and Information Services	\$250,000	Will provide scanning and electronic imaging services to convert a City department's paper based documents, photographs and microfilm/microfiche into digital images and to create an index of all imaged documents.	Regular	06/30/10
4193-07/08	Public Health	\$900,000	Will provide review of new and proposed changes to existing institutional Master Plans (IMP) submitted by private acute care hospitals in San Francisco.	Regular	06/30/17

Speakers:

Mark Westlund, Department of the Environment spoke on PSC #4182-07/08.

September Jarrett, Department of Children, Youth & Their Families spoke on PSC #4183-07/08.

Tonia Macneil, Arts Commission spoke on PSC #4184-07/08.

Cynthia Goldstein, Human Rights Commission spoke on PSC #4185-07/08.

Mabel Sha, Municipal Transportation Agency, Don Evans, SEIU Local 1021, Pam Covington and Ging Louie, IFPTE Local 21 spoke on PSC #4186-07/08.

Lawrence Brown and Tina Olson, Port and Pam Covington, IFPTE Local 21 spoke on PSC #4188-07/08.

Gary Lazar and David German, Department of Telecommunications and Information Services spoke on PSC #4192-07/08.

Jacquie Hale, Department of Public Health spoke on PSC #4193-07/08.

Action:

(1a) Adopt the Human Resources Director's Report on PSC #4185-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 2; Commissioners Casper and Gorrone dissent.)

(1b) Three votes are needed for Commission action; therefore, PSC #4185-07/08 is continued to the meeting of July 21, 2008.

(2) Postpone PSC #4186-07/08 to the meeting of July 21, 2008. (Vote of 4 to 0)

(3) Postpone PSC #4187-07/08 to the meeting of August 4, 2008 at the request of the Municipal Transportation Agency. (Vote of 4 to 0)

(4) Postpone PSC #4189-07/08 to the meeting of August 4, 2008 at the request of the Public Utilities Commission. (Vote of 4 to 0)

(5) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0028-08-4 Appeal by Alissa Victa on the rejection of her application for the 1842 Management Assistant examination. (Item No. 8)

June 16, 2008: Postpone to the meeting of July 7, 2008 at the request of Alissa Victa.

Speakers: None.

Action: Accept the withdrawal of the appeal by the appellant.
(Vote of 4 to 0)

0300-08-1 Request for an extension of the duration of the 9102 Transit Car Cleaner Eligible List #E-9-L. (Item No. 9)

Speakers: Larry Dominquez, Municipal Transportation Agency

Action: Adopt the report. Approve request to extend the duration of the 9102 Transit Car Cleaner Eligible List #E-9-L by 12 months with an expiration date of July 17, 2009. (Vote of 4 to 0)

0301-08-1 Department of Human Resources response to request for report on layoff implementation. (Item No. 10)

Speakers: Don Evans, SEIU Local 1021
Stephanie Coram, Human Services Agency
George Diaz, Human Services Agency
Maria Guillen, SEIU Local 1021
Susan Arding, Human Services Agency
Mary O'Grady, Human Services Agency
Sin Yee Poon, SEIU Local 1021
Margot Reed, SEIU Local 1021
Phil Arnold, Human Services Agency
Lydia Chan, Human Services Agency

Action: Continue to the meeting of August 4, 2008 as a Special Order of Business at 4:00 p.m. (Vote of 3 to 0)

0293-08-4 Appeal by Mark Johnson of the H – 40 Battalion Chief tentative eligible list and scoring. (Item No. 11)

Speakers: Ellen Rosenbluth, Attorney for Mark Johnson
Mark Johnson, Appellant
Chief Joanne Hayes-White, San Francisco Fire Department
John Hanley, President, Fire Fighters Local 798
Matthew McNaughton, H – 40 Battalion Chief eligible
Kevin Smith, President, San Francisco Black Firefighters Association and H – 40 Battalion Chief eligible
James Lambrechts, H – 40 Battalion Chief eligible
Mark Gonzales, H – 40 Battalion Chief eligible

0293-08-4 (continued)

Speakers:
(continued)

Thomas F. Abbott, H – 40 Battalion Chief eligible
Rudy Castellanos, H – 40 Battalion Chief eligible
Monica Fields, H – 40 Battalion Chief eligible
David Johnson, San Francisco Fire Department via speaker remote.

Action:

- 1) Motion to deny the request for a continuance was moved and seconded. No call for vote on this motion following discussion.
- 2) Table the motion to deny the request for a continuance. (Vote of 4 to 0)
- 3) Take from the table the motion to deny the request for a continuance. (Vote of 3 to 1; Commissioner Casper dissents)
- 4) Deny the request for continuance. (Vote of 2 to 2; Commissioners Becerril and Wu Sheridan dissent.)
Note: Three votes are needed for Commission action; therefore, the matter remains before the Commission.
- 5) Deny the procedural aspect because the appellant did not provide good cause in the delay of obtaining an attorney. (Vote of 2 to 2; Commissioners Gorrone and Wu Sheridan dissent). **Note:** Three votes are needed for Commission action; therefore, the matter remains before the Commission.
- 6) Grant a two-week delay and grant the request for continuance on all issues. (Vote of 2 to 2; Commissioner Casper and Gorrone dissent).
Note: Three votes are needed for Commission action; therefore, the matter remains before the Commission.
- 7) Deny the request for a continuance. (Vote of 3 to 1; Commissioner Wu Sheridan dissents)
- 8) Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Mark Johnson. (Vote of 4 to 0)

0302-08-1

San Francisco Fire Department's ("SFFD") response to John Hanley's letter to Commissioner Becerril regarding the SFFD's Fire Examinations. (Item No. 12)**Speakers:**

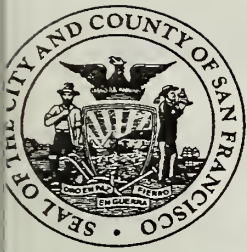
Chief Joanne Hayes-White, San Francisco Fire Department
John Hanley, President, Fire Fighters Local 798
Bruce Topp, Department of Human Resources

Action:

Adopt the report. (Vote of 4 to 0)

Speakers: Chief Joanne Hayes-White, San Francisco Fire Department
Kevin Smith, President, Black Firefighters Association and
H – 40 Battalion Chief eligible
Jesusa Bushong, San Francisco Fire Department
Matthew McNaughton, H – 40 Battalion Chief eligible
Margot Reed, SEIU Local 1021

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

07-17-08P12:20 RCVD

Regular Meeting
of
July 21, 2008

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JUL 17 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

RATIFICATION AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

DONALD A. CASPER
PRESIDENT

MARGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

July 21, 2008
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrondo
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of July 7, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) COMMENDATION AGENDA

Commendation for Robert Pritchard, Deputy Director-Recruitment and Assessment Services, Department of Human Resources, upon his retirement after 10 years of service to the City and County of San Francisco. (File No. 0323-08-1) – Action Item

Recommendation: Adopt.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(6) Review of request for approval of proposed personal services contracts.
(File No. 0299-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4185-07/08	Human Rights Commission	\$85,000	Will provide strategic planning consulting services to facilitate an examination of the Human Rights Commission's (HRC) vision, mission, values and charges within today's civil rights climate.	Regular	06/30/09
4186-07/08	Municipal Transportation Agency	\$192,536	Will conduct an executive search to identify, evaluate and recommend candidates for three (3) Sr. level management positions in classification 9183.	Regular	07/01/09

July 7, 2008:

- (1) Adopt the Human Resources Director's Report on PSC #4185-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 2; Commissioners Casper and Gorrone dissent.)
- (1a) Three votes are needed for Commission action; therefore, PSC #4185-07/08 is continued to the meeting of July 21, 2008.
- (2) Postpone PSC #4186-07/08 to the meeting of July 21, 2008. (Vote of 4 to 0)

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0324-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1010-08/09	Recreation and Park	\$240,000	Will conduct band concerts throughout the City for official civic events including Sunday concerts at the Music Concourse in Golden Gate Park.	Annual	06/30/11
4000-08/09	Planning	2,000,000	Will provide detailed environmental and transportation impact studies on various private and public projects.	Regular	06/30/11
4001-08/09	Municipal Transportation Agency	\$100,000	Will train SFMTA personnel on the safe operation of the high voltage overhead catenary lines that are used to power the street cars and trolleys.	Regular	08/31/09

4002-08/09	Port	\$800,000	Will organize, implement, and administer a program to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property.	Regular	07/31/12
4003-08/09	Children and Families Commission	\$100,000	Will provide science curriculum enhancement services to Pre-school for all sites throughout all neighborhoods of San Francisco.	Regular	06/30/09
4004-08/09	General Services Agency/Fleet Shops	\$150,000	Will provide a comprehensive evaluation of CCSF vehicle fleet practices and make recommendations for improvement.	Regular	01/31/09
4005-08/09	Department of Elections	\$303,800	Will provide all necessary translation typesetting and layout services for the Department of Elections' production of Voter Information Pamphlets and other election related materials to be distributed to SF registered voters prior to elections.	Regular	10/31/08

**Recommendation of the
Human Resources
Director:**

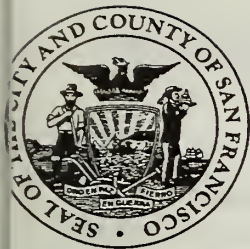
Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

EXECUTIVE OFFICER'S REPORT

- (8) **Report on the Goals and Objectives of the Civil Service Commission as of June 30, 2008; including summaries of Fiscal Year 2007-08 Inspection Service Requests and Merit System Audits. (File No. 0325-08-1) - Action Item**

Recommendation: Accept the report.

- (9) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**
- (10) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (11) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
July 21, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:11 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrondo	Not Present (Notified absence)
Commissioner Mary Y. Jung	Present
Commissioner Yu-Yee Wu Sheridan	Present

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Joe Brenner, IFPTE Local 21 requested to sever PSC #4185-07/08, PSC #4186-07/08 and PSC #4000-08/09.

APPROVAL OF MINUTES

Regular Meeting of July 7, 2008

Action: Approve as amended. (Vote of 3 to 0)

DOCUMENTS DEPT.

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

COMMENDATION AGENDA

0323-08-1 Commendation for Robert Pritchard, Deputy Director-Recruitment and Assessment Services, Department of Human Resources, upon his retirement after 10 years of service to the City and County of San Francisco. (Item No. 5)

Speakers: Anita Sanchez, Executive Officer
Robert Pritchard, Deputy Director-RAS

Action: Adopt. (Vote of 3 to 0)

0299-08-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4185-07/08	Human Rights Commission	\$85,000	Will provide strategic planning consulting services to facilitate an examination of the Human Rights Commission's (HRC) vision, mission, values and charges within today's civil rights climate.	Regular	06/30/09
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July 7, 2008:

- (1) Adopt the Human Resources Director's Report on PSC #4185-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 2; Commissioners Casper and Gorrone dissent.)
- (1a) Three votes are needed for Commission action; therefore, PSC #4185-07/08 is continued to the meeting of July 21, 2008.
- (2) Postpone PSC #4186-07/08 to the meeting of July 21, 2008. (Vote of 4 to 0)

Speakers:

Chris Iglesias, Human Rights Commission, Peg Stevenson, Office of the Controller and Criss Romero, IFPTE Local 21 spoke on PSC #4185-07/08.
Debra Johnson and Mabel Sha, Municipal Transportation Agency and Pam Covington, IFPTE Local 21 spoke on PSC #4186-07/08.

Action:

- (1) Adopt the Human Resources Director's report on PSC #4185-07/08 on the condition that the text of the PSC be provided to IFPTE Local 21 and that the Human Rights Commission makes every reasonable effort to respond to any requests from Local 21 to discuss the contract. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
- (2) Adopt the Human Resources Director's report on PSC #4186-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

Purchaser. (Vote of 3 to 0)

0324-08-8

**Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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Speakers:

Elaine Forbes, City Planning and Kim Waldron, IFPTE Local 21 spoke on PSC #4000-08/09.

Tom Carter, Port spoke on PSC #4002-08/09.

Lisa Lee, Children and Families Commission spoke on PSC #4003-08/09.

Joan Lubamersky and Vitus Leung, General Services Administration and Criss Romero, IFPTE Local 21 spoke on PSC #4004-08/09.

John Arntz, Department of Elections spoke on PSC #4005-08/09.

Action:

- (1) Adopt the Human Resources Director's report on PSC #4000-08/09 on condition that City Planning meet with IFPTE Local 21 and the Municipal Transportation Agency to explore if existing classes can perform the work. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
- (2) Adopt the Human Resources Director's report on PSC #4005-08/09 as amended to "No" in 5A. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

EXECUTIVE OFFICER'S REPORT

0325-08-1 **Report on the Goals and Objectives of the Civil Service Commission as of June 30, 2008; including summaries of Fiscal Year 2007-08 Inspection Service Requests and Merit System Audits. (Item No. 8)**

Speakers: Anita Sanchez, Executive Officer
Jennifer Johnston, Department of Human Resources

Note: The Commission had a discussion of topics it would like to address for its upcoming retreat: update Rule 007 ERO; appeal procedures and Rule 105; meeting procedures, oath and subpoena procedures; format of presentations before the Commission, periodic summaries of inspection and service requests, and audits.

Action: Accept the report. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 9)

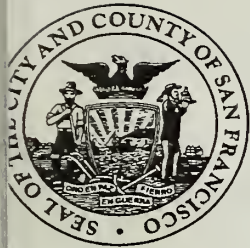
Criss Romero, IFPTE Local 21 spoke of his concerns and the experience of employee organizations with the lack of consistency of departments' use of procedures for contracting out, classifications, appeal process, probationary period release, and seniority. He also inquired when the Commission retreat will be held as Local 21 has participated in the past.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 10)

None.

ADJOURNMENT (Item No. 11)

4:25 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

Regular Meeting
of
August 4, 2008

07-31 08A11:39 RLVD

DOCUMENTS DEPT.

2:00 p.m.
ROOM 400, CITY HALL
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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SPECIAL ORDER OF BUSINESS – 4:00 P.M.

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

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THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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MARGAN R. GORRONO
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Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu Sheridan

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of July 21, 2008

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0299-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4187-07/08	Municipal Transportation Agency	\$7,700,000	Will provide for the design and construction of a canopy system over working tracks in SFMTA's Geneva Yard.	Regular	06/30/11
4189-07/08 <i>Withdrawn</i>	Public Utilities Commission	\$50,000,000	Will provide advanced planning support and design of a biosolids (sludge) facility which includes digester, thickening, dewatering and gas handling systems.	Regular	12/31/16

July 7, 2008:

- (1) Postpone PSC #4187-07/08 to the meeting of August 4, 2008 at the request of the Municipal Transportation Agency.
- (2) Postpone PSC #4189-07/08 to the meeting of August 4, 2008 at the request of the Public Utilities Commission.

**Recommendation of the
Human Resources
Director:**

- (1) PSC #4189-07/08 withdrawn at the request of the Public Utilities Commission.
- (2) Adopt the Human Resources Director's report on PSC #4187-07/08. Notify the offices of the Controller and the Purchaser.

**(6) Review of request for approval of proposed personal services contracts.
(File No. 0355-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1011-08/09	Fire Department	\$9,950	Will provide maintenance and repair of all Fire Department gas powered tools as necessary.	Annual	06/30/09
4006-08/09	Office of Economic & Workforce Development	\$300,000	Will provide creation of Financial Reports and documents, conduct financial compliance reviews of WIA Service Providers.	Regular	06/30/09
4007-08/09	Municipal Transportation Agency	\$400,000	Will provide core capacity analyses and service simulations with proposed remedial measures, e.g. infrastructure improvements such as switch reconfiguration, designed to resolve service delivery problems and improve reliability.	Regular	10/01/10
4008-08/09	GSA/Office of Contract Administration	\$500,000	Will provide clean interior windows, skylights and roof windows, greenhouses, Plexiglas, mirrors, stained glass, etc. at City-owned or occupied facilities in San Francisco, San Mateo and Alameda Counties.	Regular	07/31/11

4112-06/07	Human Resources	Increase Amount \$900,000 New Amount \$1,500,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system.	Modification	06/30/11
4113-06/07	Human Resources	Increase Amount \$6,063,250 New Amount \$13,563,250	Will provide services for identification, acquisition, and implementation of human resources and attendance, payroll, and benefit administration software for City Department.	Modification	06/30/10
4062-04/05	Public Health	Increase Amount \$800,000 New Amount \$5,900,000	Will provide programmatic and information systems support to various programs and related consulting/training.	Modification	06/30/15

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or More in the State of California. (File No. 0337-08-3) - Action Item

**Recommendation of the
Human Resources
Director:**

Adopt the report. Transmit rates to the Retirement System in accordance with Charter Section A8.590.1 through A8.590-7; Provide report to the Board of Supervisors.

REGULAR AGENDA

(8) Secondary Criteria for H-4 Inspector and H-6 Investigator, San Francisco Fire Department. (File No. 0344-08-4) - Action Item

Recommendation:

Accept the recommendation of the Human Resources Director and approve the secondary criteria for H-4 Inspector and H-6 Investigator, San Francisco Fire Department.

(9) Request for Postponement of Scheduled Follow-up Hearing on August 18, 2008 regarding the Requests for Hearing from Q-35 Eligibles on List ID 21055. (File No. 0268-08-1) - Discussion and Possible Action Item

April 21, 2008:

The Commission directed the Executive Officer to schedule a hearing on the requests for hearing filed.

June 16, 2008:

- 1) A classification action under Civil Service Commission jurisdiction has occurred.
- 2) Appeals of the classification action were timely.

File No. 0268-08-1 (continued)

- Request for Information: The Commission also scheduled a follow-up hearing on August 18, 2008 and requested the following additional information:
1. The Civil Service Commission's jurisdiction and its ability to interpret various provisions of the Stipulation and Order issued by the Court on October 26, 1998, regarding the selection process of the Q-35 examination and other related orders terminating the Consent Decree.
 2. A briefing of Administrative Code Sections 2A.75 through 2A.78 on the powers of the Chief of Police and Police Commission to reorganize the department and make assignments.
 3. The specific job duties of the Q-35, Q-50, and 0380 positions and their similarities and differences.
 4. What remedies does the Civil Service Commission have at its disposal in this situation?

Recommendation: Open for discussion.

SPECIAL ORDER OF BUSINESS – 4:00 P.M.

(10) Department of Human Resources Report on Layoff Implementation and Response to its Impacts. (File No. 0301-08-1) - Action Item

July 7, 2008: Continue to the meeting of August 4, 2008 as a Special Order of Business at 4:00 p.m.

Recommendation of the
Human Resources
Director: Accept the report.

SEPARATIONS AGENDA**SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA**

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (11) **Determination of future employability: permanent civil service appointment of Tiana Blunt, Licensed Vocational Nurse (Job Code 2312) with the Department of Public Health. (File No. 0243-08-7) - Action Item**

Recommendation of the Department of Public Health: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) years work experience outside the City and County service.

EXECUTIVE OFFICER'S REPORT

- (12) **Report on the Pending Appeals Log as of June 30, 2008. (File No. 0356-08-1) – Action Item**

Recommendation: Accept the report.

- (13) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**
- (14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (15) **ADJOURNMENT**

TABLE 1	
Summary of the results of the analysis of variance	
Source of variation	Sum of squares
Between groups	1.00
Within groups	1.00
Total	2.00

Source of variation	Sum of squares	Mean square	F	df
Between groups	1.00	1.00	1.00	1
Within groups	1.00	0.50	0.50	1
Total	2.00			2

Source of variation	Sum of squares	Mean square	F	df
Between groups	1.00	1.00	1.00	1
Within groups	1.00	0.50	0.50	1
Total	2.00			2

Source of variation	Sum of squares	Mean square	F	df
Between groups	1.00	1.00	1.00	1
Within groups	1.00	0.50	0.50	1
Total	2.00			2

Source of variation	Sum of squares	Mean square	F	df
Between groups	1.00	1.00	1.00	1
Within groups	1.00	0.50	0.50	1
Total	2.00			2

Source of variation	Sum of squares	Mean square	F	df
Between groups	1.00	1.00	1.00	1
Within groups	1.00	0.50	0.50	1
Total	2.00			2

Source of variation	Sum of squares	Mean square	F	df
Between groups	1.00	1.00	1.00	1
Within groups	1.00	0.50	0.50	1
Total	2.00			2

Source of variation	Sum of squares	Mean square	F	df
Between groups	1.00	1.00	1.00	1
Within groups	1.00	0.50	0.50	1
Total	2.00			2

Source of variation	Sum of squares	Mean square	F	df
Between groups	1.00	1.00	1.00	1
Within groups	1.00	0.50	0.50	1
Total	2.00			2

Source of variation	Sum of squares	Mean square	F	df
Between groups	1.00	1.00	1.00	1
Within groups	1.00	0.50	0.50	1
Total	2.00			2

Source of variation	Sum of squares	Mean square	F	df
Between groups	1.00	1.00	1.00	1
Within groups	1.00	0.50	0.50	1
Total	2.00			2

Source of variation	Sum of squares	Mean square	F	df
Between groups	1.00	1.00	1.00	1
Within groups	1.00	0.50	0.50	1
Total	2.00			2

Source of variation	Sum of squares	Mean square	F	df
Between groups	1.00	1.00	1.00	1
Within groups	1.00	0.50	0.50	1
Total	2.00			2

Civil Service Commission

LISTEN

TEXT ONLY

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August 04, 2008 Regular Meeting

MINUTES Regular Meeting

August 4, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:13 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrone	Present
Commissioner Mary Y. Jung	Present
Commissioner Yu-Yee Wu Sheridan	Present

President Donald A. Casper presided.

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PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Dr. Roop Jindal IFPTE Local 21 stated they wished to sever all personal service contracts and Richard Isen, IFPTE Local 21 wished to sever PSC #4062-04/05.

APPROVAL OF MINUTES

Regular Meeting of July 21, 2008

Action: Approve as clerically amended. (Vote carried 4 to 0; Vice President Gorroneo recused. Vice President of 4 to 0)

0299-08-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4187-07/08	Municipal Transportation Agency	\$7,700,000	Will provide for the design and construction of a canopy system over working tracks in SFMTA's Geneva Yard.	Regular	06/30
4189-07/08 Withdrawn	Public Utilities Commission	\$50,000,000	Will provide advanced planning support and design of a biosolids (sludge) facility which includes digester, thickening, dewatering and gas handling systems.	Regular	12/31

- July 7, 2008:
1. Postpone PSC #4187-07/08 to the meeting of August 4, 2008 at the request of the Municipal Transportation Agency.
 2. Postpone PSC #4189-07/08 to the meeting of August 4, 2008 at the request of the Public Utilities Commission.

Speakers: Shahnam Farhangi, Municipal Transportation Agency and Ging Louie & Dr. Roop Jindal, IFPTE Local 21 spoke o PSC #4187-07/08.

Action:

1. PSC #4189-07/08 withdrawn at the request of the Public Utilities Commissio (Vote of 4 to 0)
2. Adopt the Human Resources Director's repor on PSC #4187-07/08. Notify the office: the Controller and the Purchaser. (Vote 4 to 0)

**0355-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Dura
1011-08/09	Fire Department	\$9,950	Will provide maintenance and repair of all Fire Department gas powered tools as necessary.	Annual	06/30
4006-08/09	Office of Economic & Workforce Development	\$300,000	Will provide creation of Financial Reports and documents, conduct financial compliance reviews of WIA Service Providers.	Regular	06/30
4007-08/09	Municipal Transportation Agency	\$400,000	Will provide core capacity analyses and service simulations with proposed remedial measures, e.g. infrastructure improvements such as switch reconfiguration, designed to resolve service delivery problems and improve reliability.	Regular	10/01
4008-08/09	GSA/Office of Contract Administration	\$500,000	Will provide clean interior windows, skylights and roof windows, greenhouses, Plexiglas, mirrors, stained glass, etc. at City-owned or occupied facilities in San Francisco, San Mateo and	Regular	07/31

			Alameda Counties.		
4112-06/07	Human Resources	Increase Amount \$900,000 New Amount \$1,500,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system.	Modi-fication	06/30
4113-06/07	Human Resources	Increase Amount \$6,063,250 New Amount \$13,563,250	Will provide services for identification, acquisition, and implementation of human resources and attendance, payroll, and benefit administration software for City Department.	Modi-fication	06/30
4062-04/05	Public Health	Increase Amount \$800,000 New Amount \$5,900,000	Will provide programmatic and information systems support to various programs and related consulting/training.	Modi-fication	06/30

Speakers:

Amy Wallace, Mayor's Office of Econom & Workforce Development, Joe Brenner and Dr. Roop Jindal, IFPTE Local 21 spoke on PSC #4006-08/09.

Angela Carmen and John Byrd, Municipal Transportation Agency and Joe Brenner and Dr. Roop Jindal, IFPTE Local 21 spoke on PSC #4007-08/09.

Vitus Leung and Mike Ward, General Services Agency spoke on PSC #4008-08/09.

Mary Ng, Joshua Jennings and Shelley Thompson, Department of Human Resources and Richard Isen and Dr. Roop Jindal, IFPTE Local 21 spoke on PSC #4112-06/07.

Shelley Thompson, Department of Human Resources and Richard Isen, IFPTE Local 21 spoke on PSC #4113-06/07.

Jacquie Hale and Deborah Vincent-James, Department of Public Health and Richard Isen, IFPTE Local 21 spoke on PSC

#4062-04/05.

- Action:**
1. PSC #1011-08/09 is withdrawn; the contract amount is less than \$50,000 and does not require Commission approval, accordance with PSC approval procedures. (Vote of 4 to 0)
 2. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0337-08-3 Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or More in the State of California. (Item No. 7)

Speakers: None.

Action: Adopt the report. Transmit rates to the Retirement System in accordance with Charter Section A8.590.1 through A8.590-7; Provide report to the Board Supervisors. (Vote of 4 to 0)

0344-08-4 Secondary Criteria for H-4 Inspector and H-6 Investigator, San Francisco Fire Department. (Item No. 8)

Speakers: Deputy Chief Brendan O'Leary and Jesusa Bushong, San Francisco Fire Department and Frank Kelly, Fire Fighters Local 798.

Action: Accept the recommendation of the Human Resources Director and approve the secondary criteria for H-4 Inspector and H-6 Investigator, San Francisco Fire Department. (Vote of 4 to 0)

0268-08-1 Request for Postponement of Scheduled Follow-up Hearing on August 18, 2008 regarding the Request for Hearing from Q-35 Eligibles on List ID 21055. (Item No. 9)

April 21, 2008: The Commission directed the Executive Officer to schedule a hearing on the requests for hearing filed.

June 16, 2008A. A classification action under Civil Service Commission jurisdiction has occurred.
B. Appeals of the classification action were timely.

Request for Information: The Commission also scheduled a follow-up hearing on August 18, 2008 and requested the following additional information:

1. The Civil Service Commission's jurisdiction and its ability to interpret various provisions of the Stipulation and Order issued by the Court on October 1998, regarding the selection process for the Q-35 examination and other related orders terminating the Consent Decree.
- A. A briefing of Administrative Code Sections 2A.75 through 2A.78 on the powers of the Chief of Police and Police Commission to reorganize the department and make assignments.

- B. The specific job duties of the Q-35, Q- and 0380 positions and their similarities and differences.
- C. What remedies does the Civil Service Commission have at its disposal in this situation?

Speakers: Anita Sanchez, Executive Officer
 Jennifer Johnston, Department of Human Resources
 Alice Villagomez, San Francisco Police Department
 Michele Rodriguez, Public Advocates

Action: Postpone to September 15, 2008; City Attorney to provide the opinion including the status of the Q-35 List ID 21055 and other information requested from departments. (Vote of 3 to 1; Vice President Gorrone dissents.)

0301-08-1 Department of Human Resources Report on Layoff Implementation and Response to its Impacts. (Item No. 10)

July 7, 2008: Continue to the meeting of August 4, 2008 as a Special Order of Business at 4:00 p.m.

Speakers: Ted Yamasaki, Department of Human Resources
 Kerry Ko, Department of Human Resources
 Margot Reed, SEIU Local 1021

Sin Yee Poon, SEIU Local 1021
Susan Arding, Human Services Agency
Stephanie Coram, Human Services Agency

0301-08-1 (continued)

Mary O'Grady, Human Services Agency
David Turk, Human Services Agency
Brian Reems, Human Services Agency
Dan Evans, SEIU Local 1021
William Aguiar, Human Services Agency
Maria Guillen, SEIU Local 1021
Larry McNesby, SEIU Local 1021
Gary Gentry, General Services Agency
Phil Arnold, Human Services Agency

Action: Accept the report. (Vote of 4 to 0)

0243-08-7 Determination of future employability: permanent civil service appointment of Tiana Blunt, Licensed Vocational Nurse (Job Code 2312) with the Department of Public Health. (Item No. 11)

Speakers: James Peavey, Department of Public Health
Tiana Blunt, Appellant
Willie Ramirez, Department of Public Health

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) years work experience outside the City and

County service. (Vote of 3 to 1;
Commissioner Wu Sheridan dissents.)

0356-08-1 Report on the Pending Appeals Log as of June 30, 2008. (Item No. 12)

Speakers: Anita Sanchez, Executive Officer
Jennifer Johnston, Department of Human Resources

Action: Accept the report. The Commission directed the Executive Officer to calendar appeals over two (2) years old with or without presence of departmental staff (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 13)

Nikolaus Borthne asked for clarification on the Q-50 probationary period and its effect on the Q-35 Eligibles because funding for Q-35 positions is being utilized for Q-50 positions. He also said he was available if Commissioners had questions.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 1)

In response to the Executive Officer's letter to Vince Courtney regarding Michael Rosenberg, Vice President Morgan Gorrone requested that the matter be put back on calendar.

He also requested that the Commission look into a rule which would allow inspection of the secondary criteria.

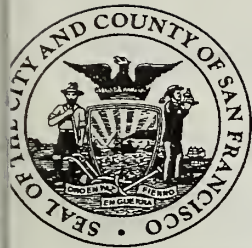
He stated that the Commission needs to get a requisition for an outside counsel for the Commission.

Commissioner Wu Sheridan joined with Vice President Gorrone in his requests. However, she indicated that the Commission may need to wait for the City Attorney opinion on remedies in discrimination appeals before calendaring the Rosenberg matter.

President Donald Casper suggested scheduling the Strategic Planning Retreat in early September, with the new Commissioner.

ADJOURNMENT (Item No. 15)

6:59 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

Regular Meeting
of
August 18, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soff@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

**City and County of San Francisco
Civil Service Commission**

Agenda for Regular Meeting

**August 18, 2008
2:00 p.m.**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu Sheridan

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of August 4, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0379-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4009-08/09	Arts Commission	\$300,000	Will provide design, fabricate, and install original artworks for each of the following San Francisco Public Library branches: Bayview/Anna E. Waden, Ortega, North Beach and Visitation Valley.	Regular	12/31/11
4010-08/09	Fire Department	\$150,000	Will perform maintenance and repair of Telescopic doors, controls, and motors at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hours per day, and seven days per week and a qualified, certified vendor.	Regular	06/30/10
4011-08/09	Municipal Transportation Agency	\$20,000,000	Will perform a rehabilitation of 16 SFMTA Presidents Conference Committee (PCCs) historic streetcars which includes a major rehabilitation of 5 PCCs and partial rehabilitation (electrical and mechanical) of 11 PCCs.	Regular	09/30/12
4012-08/09	Municipal Transportation Agency	\$1,785,000	Will perform rehabilitation of SFMTA Historic Streetcar No. 1 so that it may be safely operated in daily revenue service for at least 20 years.	Regular	09/30/12
4013-08/09	Municipal Transportation Agency	\$1,000,000	Provide a full service work-site based Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants.	Regular	08/30/11
4014-08/09 <i>Over to 9/2/08</i>	Public Utilities Commission	\$33,000,000	Will provide professional construction management services to oversee the Peninsula Regional WSIP construction projects, on behalf of the SFPUC.	Regular	01/01/14
4015-08/09	Telecommunications and Information Services	\$860,000	Will provide captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City commission video tape, and cablecast by the San Francisco Government Television (SFGTV) on cable channels 26 and 78.	Regular	03/31/12

**Recommendation of the
Human Resources
Director:**

1. Postpone PSC #4014-08/09 to the meeting of September 2, 2008 at the request of the Public Utilities Commission.
2. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (6) **Department of Human Resources' Report on Provisional Appointments and the Status of the Implementation of the Position Based Testing Program (PBTP). (File No. 0381-08-1) -- Action Item**

Recommendation: Accept and file report.

- (7) **Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (File No. 0380-08-1) -- Action Item**

Recommendation: Accept and file report.

- (8) **Municipal Transportation Agency's Report on Provisional Appointments. (File No. 0382-08-1) -- Action Item**

Recommendation: Accept and file report.

REGULAR AGENDA

- (9) **Appeal by Yvonne Hines of the rejection of her application for 9504 Permit Citation Clerk at the Municipal Transportation Agency. (File No. 0317-08-4) - Action Item**

Recommendation of the Director of Transportation: Adopt the report; Sustain the recommendation of the Director of Transportation. Deny the appeal by Yvonne Hines.

SEPARATIONS AGENDA**SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA**

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (10) **Determination of future employability: permanent civil service appointment of Daniel Boreen, Firefighter (Job Code H-2) with the San Francisco Fire Department. (File No. 0908-07-7) - Action Item**

**Recommendation of the
Human Resources
Director:**

No future employment with the San Francisco Fire Department.

- (11) **Request for hearing of the automatic resignation by Eric Deggendorfer, Electrician Supervisor I (Job Code 7238) with the Public Utilities Commission. (File No. 0231-07-7) - Action Item**

**Recommendation of the
Public Utilities
Commission:**

Adopt the report. Sustain the decision of the Public Utilities Commission. Deny the appeal by Eric Deggendorfer.

- (12) **Determination of future employability: probationary appointment of Howard Jew, Electrical Transit System Mechanic (Job Code 7371) with the Municipal Transportation Agency. (File No. 0328-08-7) - Action Item**

**Recommendation of the
Director of
Transportation:**

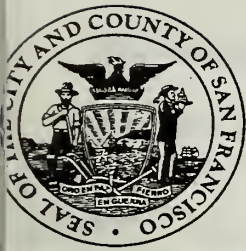
Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service. Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse.

- (13) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

- (14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (15) **ADJOURNMENT**

Adjourn in memory of Battallion Chief Thomas J. Carroll, Retired, San Francisco Fire Department who passed away on July 31, 2008.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
of
August 18, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:07 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrono	Present
Commissioner Mary Y. Jung	Not Present (notified absence)
Commissioner Yu-Yee Wu Sheridan	Present

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Kevin Hughes, IBEW Local 6 spoke on Item #6. He stated that more information than the reduction in the number of provisional appointments is necessary to determine if Position-Based Testing is expediting the hiring process.

Criss Romero, IFPTE Local 21 spoke on Citywide layoff procedures, specifically at the Department of Elections and appointments in violation of Civil Service Commission Rule 113.1.2.

APPROVAL OF MINUTES – Action Item

Regular Meeting of August 4, 2008

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

Due to the Labor Day Holiday, the next Civil Service Commission Meeting will be held on Tuesday, September 2, 2008 at 12:00 Noon in Room 408, City Hall.

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0379-08-8

**Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4009-08/09	Arts Commission	\$300,000	Will provide design, fabricate, and install original artworks for each of the following San Francisco Public Library branches: Bayview/Anna E. Waden, Ortega, North Beach and Visitation Valley.	Regular	12/31/11
4010-08/09	Fire Department	\$150,000	Will perform maintenance and repair of Telescopic doors, controls, and motors at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hours per day, and seven days per week and a qualified, certified vendor.	Regular	06/30/10
4011-08/09	Municipal Transportation Agency	\$20,000,000	Will perform a rehabilitation of 16 SFMTA Presidents Conference Committee (PCCs) historic streetcars which includes a major rehabilitation of 5 PCCs and partial rehabilitation (electrical and mechanical) of 11 PCCs.	Regular	09/30/12
4012-08/09	Municipal Transportation Agency	\$1,785,000	Will perform rehabilitation of SFMTA Historic Streetcar No. 1 so that it may be safely operated in daily revenue service for at least 20 years.	Regular	09/30/12
4013-08/09 <i>Over to 9/2/08</i>	Municipal Transportation Agency	\$1,000,000	Provide a full service work-site based Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants.	Regular	08/30/11
4014-08/09 <i>Over to 9/2/08</i>	Public Utilities Commission	\$33,000,000	Will provide professional construction management services to oversee the Peninsula Regional WSIP construction projects, on behalf of the SFPUC.	Regular	01/01/14
4015-08/09	Tele-communications and Information Services	\$860,000	Will provide captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City commission video tape, and cablecast by the San Francisco Government Television (SFGTV) on cable channels 26 and 78.	Regular	03/31/12

Speakers:

Assistant Deputy Chief Michael Thompson, San Francisco Fire Department spoke on PSC #4010-08/09.

Louis Maffei, Municipal Transportation Agency spoke on PSC #4011-08/09.

Martha Johnson, Municipal Transportation Agency and Ging Louie, IFPTE Local 21 spoke on PSC #4013-08/09.

Jack Chin, Department of Telecommunications and Information Services spoke on PSC #4015-08/09.

Action:

1. Postpone PSC #4013-08/09 to the meeting of September 2, 2008 at the request of IFPTE Local 21. (Vote of 3 to 0)
2. Postpone PSC #4014-08/09 to the meeting of September 2, 2008 at the request of the Public Utilities Commission. (Vote of 3 to 0)
3. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0381-08-1 Department of Human Resources' Report on Provisional Appointments and the Status of the Implementation of the Position Based Testing Program (PBTP). (Item No. 6)

Speakers: Karen Taylor, Department of Human Resources

Action: Accept and file report. (Vote of 3 to 0) The Commission requested the Department of Human Resources 1) to report on whether hiring is expedited with Position Based Testing; and 2) an overview of Position-Based Testing and how it has been effective.

0380-08-1 Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (Item No. 7)

Speakers: Mabel Sha, Municipal Transportation Agency

Action: Accept and file report. (Vote of 3 to 0)

0382-08-1 Municipal Transportation Agency's Report on Provisional Appointments. (Item No. 8)

Speakers: None.

Action: Accept and file report. (Vote of 3 to 0)

0317-08-4 Appeal by Yvonne Hines of the rejection of her application for 9504 Permit Citation Clerk at the Municipal Transportation Agency. (Item No. 9)

Speakers: Mabel Sha, Municipal Transportation Agency
Yvonne Hines, Appellant
William Miles, Municipal Transportation Agency

Action: (1) Grant the appeal. (Vote of 2 to 1; Commissioner Casper dissents.) Three (3) votes are needed for Commission action.
(2) Postpone to the meeting of September 2, 2008. (No vote taken)
(3) Grant the appeal by Yvonne Hines; Accept her self-employment cash handling experience for the 9504 Permit Citation Clerk examination. (Vote of 3 to 0)

0908-07-7 Determination of future employability: permanent civil service appointment of Daniel Boreen, Firefighter (Job Code H-2) with the San Francisco Fire Department. (Item No. 10)

Speakers: None.

Action: No future employment with the San Francisco Fire Department. (Vote of 3 to 0) Mr. Boreen failed to appear.

0231-07-7 Request for hearing of the automatic resignation by Eric Deggendorfer, Electrician Supervisor I (Job Code 7238) with the Public Utilities Commission. (Item No. 11)

Speakers: None.

Action: Postpone to the meeting of September 15, 2008 at the request of Kevin Hughes, IBEW Local 6. (Vote of 3 to 0)

0328-08-7 Determination of future employability: probationary appointment of Howard Jew, Electrical Transit System Mechanic (Job Code 7371) with the Municipal Transportation Agency. (Item No. 12)

Speakers: None.

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service. Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse. (Vote of 3 to 0) Mr. Jew failed to appear.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 13)

Criss Romero, IFPTE Local 21 spoke on the issue of layoffs at the Department of Elections and requested an audit of the hiring and selection procedures at the Department of Elections.

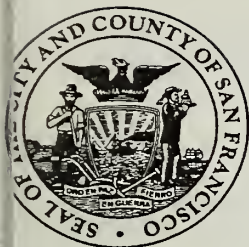
COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

- (1) Commissioner Wu Sheridan requested a response from the Union on the appeal of Eric Deggendorfer (Item #11).
- (2) President Casper requested that the Public Utilities Commission examine the applicability of Coleman v. Department of Personnel Administration (1991) 52 Cal.3d 1102, 278 Cal.Rptr. 346; 805 P.2d 300 to the Deggendorfer appeal.

ADJOURNMENT

3:52 p.m.

Adjourn in memory of Battallion Chief Thomas J. Carroll, Retired, San Francisco Fire Department who passed away on July 31, 2008. (Vote of 3 to 0)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRANO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
September 2, 2008



12:00 NOON
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

08-28-08A11:21 RCVD

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

September 2, 2008
12:00 Noon

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu Sheridan

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of August 18, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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**(5) Review of request for approval of proposed personal services contracts.
(File No. 0379-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4013-08/09	Municipal Transportation Agency	\$1,000,000	Provide a full service work-site based Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants.	Regular	08/30/11
4014-08/09 <i>Over to 9/15/08</i>	Public Utilities Commission	\$33,000,000	Will provide professional construction management services to oversee the Peninsula Regional WSIP construction projects, on behalf of the SFPUC.	Regular	01/01/14

August 18, 2008:

1. Postpone PSC #4013-08/09 to the meeting of September 2, 2008 at the request of IFPTE Local 21.
2. Postpone PSC #4014-08/09 to the meeting of September 2, 2008 at the request of the Public Utilities Commission.

**Recommendation of the
Human Resources
Director:**

- (1) Postpone PSC #4014-08/09 to the meeting of September 15, 2008 at the request of the Public Utilities Commission.
- (2) Adopt the Human Resources Director's report on PSC #4013-08/08. Notify the offices of the Controller and the Purchaser.

**(6) Review of request for approval of proposed personal services contracts.
(File No. 0404-08-8) – Action Item**

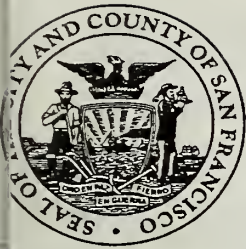
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4016-08/09	Public Utilities Commission	\$10,000,000	Will provide advanced water metering infrastructure which the prime contractor will lead total turnkey project consisting of procurement and implementation of Water Advanced Meter Infrastructure (AMI) System in San Francisco.	Regular	10/31/11
4017-08/09	Public Utilities Commission	\$5,000,000	Will provide liquidity in the form of a bank letter of credit for PUC Water Enterprise revenue bonds.	Regular	09/01/13
4018-08/09	Public Utilities Commission	\$500,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background field studies; alternatives analysis; preparation of draft environmental documents; and public review of draft environmental documents.	Regular	08/31/10
4019-08/09	GSA/City Administrator Animal Care & Control	\$70,000	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	Regular	06/30/09

4020-08/09	GSA/Office of Public Finance	\$95,500	Will provide financial advisory services pertaining to municipal debt, in particular Certificate of Participation – Laguna Honda Hospital Project.	Regular	08/08/09
4021-08/09	GSA/Office of Public Finance	\$60,000	Will provide financial advisory services pertaining to municipal debt, in particular Lease Revenue Refunding bonds, Series 2008-1 and 2008-2 (Moscone Center Expansion Project, Series 2000-1, 2002 and 2000-3).	Regular	08/08/09
4014-05/06	Airport Commission	Increase Amount \$600,000 New Amount \$1,170,000	Will continue to work in a strategic marketing alliance with the Airport through joint offices in Shanghai, Beijing and Tokyo, to promote the Airport and the City of San Francisco at the international trade and tourism exhibitions worldwide.	Modification	06/30/09

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

- (7) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**
- (8) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (9) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
September 2, 2008

12:00 NOON
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

12:25 p.m.

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ROLL CALL

President Donald A. Casper	Present (Missed Items #1,2,3,4)
Vice President Morgan R. Gorrono	Present
Commissioner Mary Y. Jung	Present
Commissioner Yu-Yee Wu Sheridan	Present

Vice President Morgan Gorrono presided on Item #s 1 - 4.
President Donald A. Casper presided on Item #s 5 - 9.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Criss Romero, IFPTE Local 21 requested to sever PSC #4013-08/08 and 4014-05/06.
David Scott, Public Utilities Commission requested to postpone PSC #4017-08/09 to the meeting of September 15, 2008.

APPROVAL OF MINUTES

Regular Meeting of August 18, 2008

Action: Approve as amended. (Vote of 3 to 0)

ANNOUNCEMENTS

The Executive Officer announced that the Civil Service Commission will be holding a Strategic Planning Meeting on September 11, 2008 at 9:00 a.m. in Room 400 City Hall.

**0379-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4013-08/09 <i>Over to 9/15/08</i>	Municipal Transportation Agency	\$1,000,000	Provide a full service work-site based Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants.	Regular	08/30/11
4014-08/09 <i>Over to 9/15/08</i>	Public Utilities Commission	\$33,000,000	Will provide professional construction management services to oversee the Peninsula Regional WSIP construction projects, on behalf of the SFPUC.	Regular	01/01/14

- August 18, 2008:
1. Postpone PSC #4013-08/09 to the meeting of September 2, 2008 at the request of IFPTE Local 21.
 2. Postpone PSC #4014-08/09 to the meeting of September 2, 2008 at the request of the Public Utilities Commission.

Speakers: Martha Johnson, Municipal Transportation Agency and Joe Brenner and Criss Romero, IFPTE Local 21 spoke on PSC #4013-08/09.

- Action:**
- (1) Postpone PSC #4013-08/09 to the meeting of September 15, 2008 at the request of IFPTE Local 21; Municipal Transportation Agency to meet with Local 21 about their concerns; provide the cost and availability of City employees to perform the work; and give proper notice of item. (Vote of 4 to 0)
 - (2) Postpone PSC #4014-08/09 to the meeting of September 15, 2008 at the request of the Public Utilities Commission. (Vote of 3 to 0)

**0404-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4016-08/09	Public Utilities Commission	\$10,000,000	Will provide advanced water metering infrastructure which the prime contractor will lead total turnkey project consisting of procurement and implementation of Water Advanced Meter Infrastructure (AMI) System in San Francisco.	Regular	10/31/11
4017-08/09 <i>Over to 9/15/08</i>	Public Utilities Commission	\$5,000,000	Will provide liquidity in the form of a bank letter of credit for PUC Water Enterprise revenue bonds.	Regular	09/01/13
4018-08/09	Public Utilities Commission	\$500,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background field studies; alternatives analysis; preparation of draft environmental documents; and public review of draft environmental documents.	Regular	08/31/10

4019-08/09	GSA/City Administrator Animal Care & Control	\$70,000	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	Regular	06/30/09
4020-08/09	GSA/Office of Public Finance	\$95,500	Will provide financial advisory services pertaining to municipal debt, in particular Certificate of Participation – Laguna Honda Hospital Project.	Regular	08/08/09
4021-08/09	GSA/Office of Public Finance	\$60,000	Will provide financial advisory services pertaining to municipal debt, in particular Lease Revenue Refunding bonds, Series 2008-1 and 2008-2 (Moscone Center Expansion Project, Series 2000-1, 2002 and 2000-3).	Regular	08/08/09
4014-05/06	Airport Commission	Increase Amount \$600,000 New Amount \$1,170,000	Will continue to work in a strategic marketing alliance with the Airport through joint offices in Shanghai, Beijing and Tokyo, to promote the Airport and the City of San Francisco at the international trade and tourism exhibitions worldwide.	Modification	06/30/09

Speakers:

David Scott and Michelle Modena, Public Utilities Commission spoke on PSC #4016-08/09.

David Scott, Public Utilities Commission spoke on PSC #4017-08/09.

David Scott and William Idzerda, Public Utilities Commission spoke on PSC #4018-08/09.

Cynthia Avakian and Candace Bender, Airport Commission and Criss Romero, IFPTE Local 21 spoke on PSC #4014-05/06.

Action:

- (1) Postpone PSC #4017-08/09 to the meeting of September 15, 2008 at the request of the Public Utilities Commission. (Vote of 3 to 0)
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 7)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 8)

Vice President Morgan Gorrono requested that the notice for the Special Meeting of September 22, 2008 regarding the Q-35 hearing be sent to all stations, substations, all details and request Chief Heather Fong to post the meeting notice on bulletin boards of all Police Department offices.

Commissioner Wu Sheridan requested that the materials for the meeting be given to the Commissioners as soon as possible.

ADJOURNMENT (Item No. 9)

1:20 p.m.

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Agenda and Notice of Special Meeting

Thursday, September 11, 2008

9:00 a.m.

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

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- I. Call to Order and Roll Call.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- III. Civil Service Commission Strategic Planning Retreat.
Commissioners will be provided with copies of Charter Sections 10.100 through 10.105, 8A.104 and A8.409, and the Civil Service Commission Mission and Vision Statement.

MERIT SYSTEM DIRECTION (DISCUSSION AND POSSIBLE ACTION)
 - Civil Service Commission Meeting and Hearing Procedures
 - Civil Service Commission Rules and Policies
 - Goals and Objectives for Fiscal Year 2008-09
- IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 9/5/08



1. The first part of the paper is devoted to a discussion of the general principles of the method of moments, and to a description of the apparatus used in the experiments.

2. The second part of the paper is devoted to a discussion of the results of the experiments, and to a comparison of the results with the theoretical predictions.



The results of the experiments are shown in Figure 1, which is a plot of the ratio of the intensity of the first moment to the intensity of the second moment, as a function of the concentration of the solution. The curve shows a maximum at a concentration of about 0.1 M, and then decreases as the concentration increases further.

The theoretical predictions for the ratio of the intensity of the first moment to the intensity of the second moment, as a function of the concentration of the solution, are shown in Figure 2. The curve shows a maximum at a concentration of about 0.1 M, and then decreases as the concentration increases further.

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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Information on Disability Access

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

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Materials Distributed to Commissioners After Distribution of Agenda Packet

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Minutes of Special Meeting

Thursday, September 11, 2008

9:00 a.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Government Info. Center
Box 41 (AG)

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 9:07 a.m.

Present: President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu Sheridan

President Donald A. Casper presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Civil Service Commission Strategic Planning Retreat. Commissioners have been provided with copies of Charter Sections 10.100 through 10.105, 8A.104 and A8.409, the Civil Service Commission Mission and Vision Statement, and an Outline of Discussion.

MERIT SYSTEM DIRECTION (DISCUSSION AND POSSIBLE ACTION)

- Civil Service Commission Meeting and Hearing Procedures
- Civil Service Commission Rules and Policies
- Goals and Objectives for Fiscal Year 2008 – 09

Speakers: Margo Reed, SEIU Local 1021 – is in agreement with Commissioners on providing copies of the department's submittal of materials at the same time as the Commission.

Kevin Hughes, Electrical Workers, Local 6 – agrees with Margo Reed and Commissioners on having access to information at the same time it is given to the Commissioners.

Jennifer Johnston, Department of Human Resources – stated she is working with an intern to study and streamline the Rules.

Joe Brenner, IFPTE Local 21 – spoke on concerns regarding the protection of the merit system and the number of personal services contracts when there is a large deficit.

IV. Adjournment

11:37 a.m.

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

Regular Meeting
of
September 15, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

September 15, 2008
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Donald A. Casper
Vice President Morgan R. Gorrone
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu Sheridan

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of September 2, 2008

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0379-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4013-08/09	Municipal Transportation Agency	\$1,000,000	Provide a full service work-site based Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants.	Regular	08/30/11
4014-08/09	Public Utilities Commission	\$33,000,000	Will provide professional construction management services to oversee the Peninsula Regional WSIP construction projects, on behalf of the SFPUC.	Regular	01/01/14

August 18, 2008:

- (1) Postpone PSC #4013-08/09 to the meeting of September 2, 2008 at the request of IFPTE Local 21.
- (2) Postpone PSC #4014-08/09 to the meeting of September 2, 2008 at the request of the Public Utilities Commission.

September 2, 2008:

- (1) Postpone PSC #4013-08/09 to the meeting of September 15, 2008 at the request of IFPTE Local 21; Municipal Transportation Agency to meet with Local 21 about their concerns; provide the cost and availability of City employees to perform the work; and give proper notice of item
- (2) Postpone PSC #4014-08/09 to the meeting of September 15, 2008 at the request of the Public Utilities Commission.

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) **Review of request for approval of proposed personal services contracts.**
(File No. 0404-08-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4017-08/09	Public Utilities Commission	\$5,000,000	Will provide liquidity in the form of a bank letter of credit for PUC Water Enterprise revenue bonds.	Regular	09/01/13

September 2, 2008:

Postpone PSC #4017-08/09 to the meeting of September 15, 2008 at the request of the Public Utilities Commission.

Recommendation of the Human Resources Director:

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) **Review of request for approval of proposed personal services contracts.**
(File No. 0420-08-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4022-08/09	District Attorney	\$200,000	Will provide independent evaluation of programs developed by the District Attorney's Office, including Back on Track program, Re-entry Center and other Programs serving victims, at-risk youth and former offenders.	Regular	06/30/09
4023-08/09	Municipal Transportation Agency	\$900,000	Will provide an off-site facility to collect pre-employment, post-accident, return to duty, reasonable suspicion breath and urine samples for SFMTA employees and contractors in compliance with DOT/FTA testing regulations.	Regular	11/30/11
4024-08/09	General Services Agency, Real Estate Division	\$900,000	Will provide parking garage operation and management at the 1650 Mission Street Garage consisting of transient and monthly parking for 105 vehicles.	Regular	06/30/14
4025-08/09	GSA/Medical Examiner	\$100,000	Will design, implement and support a Laboratory Information Management System (LIMS) that incorporates all of the instruments and testing equipment in the Forensic Laboratory of the Medical Examiner's Office.	Regular	09/30/09
4026-08/09	GSA/Medical Examiner	\$500,000	Will provide specialized toxicological analyses performed by an accredited laboratory.	Regular	03/14/11
4027-08/09	Department of Emergency Management	\$148,600	Will provide the Bay Area UASI with a Comprehensive, Strategic Plan for the 700 MHz public safety communications system.	Regular	11/01/08
4028-08/09	Department of Emergency Management	\$498,440	Will plan, coordinate, produce, and the conduct of 30 State Fire Marshall Incident Management Team Courses to class sizes of approx. 30 in geographically diverse locations throughout the ten county Urban Area Security Initiative region.	Regular	12/31/09
4029-08/09	Department of Emergency Management	\$1,087,651	Will provide strategic planning for the Bay Area UASI's exercise program. The services provided will include: planning, coordination, production, and the conduct of the Bay Area SUASI's participation in Silver Sentinel 2008.	Regular	12/31/09

4052-06/07	Department of Building Inspection	Increase Amount \$28,716 New Amount \$928,716	Will provide a wide ranging program of studies and recommendations that will provide a basis for earthquake risk reduction and response policy development by the City staff, citizens, and experts that will extend over the next few years for the CCSF.	Modification	09/30/10
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**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (8) **Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco.**
(File No. 0408-08-3) – Action Item

Recommendation: Adopt report; Forward to Board of Supervisors.

REGULAR AGENDA

- (9) **Appeal by Harry Baker of the permanent exempt designation of the recently posted 9774 Senior Development Community Development Specialist I. (File No. 0303-08-4) - Action Item**

**Recommendation of the
Human Resources
Director:** Adopt the report. Sustain the decision of the Human Resources Director and deny the appeal by Harry Baker.

- (10) **Department of Human Resources presentation on the recommendations of the Advisory Panel for City Employment of Persons with Disabilities. (File No. 0421-08-1) - Discussion Only.**

Recommendation: Open for discussion.

SEPARATIONS AGENDA**SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA**

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (11) **Request for hearing of the automatic resignation by Eric Deggendorfer, Electrician Supervisor I (Job Code 7238) with the Public Utilities Commission. (File No. 0231-08-7) - Action Item**

August 18, 2008: Postpone to the meeting of September 15, 2008 at the request of Kevin Hughes, IBEW Local 6.

Recommendation of the Public Utilities Commission: Adopt the report. Sustain the decision of the Public Utilities Commission. Deny the appeal by Eric Deggendorfer.

- (12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**
- (13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (14) **ADJOURNMENT**

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
September 15, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Mary Y. Jung

Commissioner Yu-Yee Wu Sheridan

Present
Not Present (Notified absence)
Present (Left at 4:42 p.m. Missed Item #s 12,
13 and 14)
Present

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Kevin Hughes, IBEW Local 6 requested a continuance for Item #11, Request for hearing of the automatic resignation by Eric Deggendorfer.

Michael DeBellis, Public Utilities Commission opposed the request to continue Item #11.

APPROVAL OF MINUTES

Regular Meeting of September 2, 2008

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

The Executive Officer announced that a Special Meeting of the Civil Service Commission will be held on Monday, September 22, 2008 at 1:00 p.m. on the appeals of Q-35 Assistant Inspector Eligibles on List ID 21055.

DOCUMENTS DEPT.

SEP 22 2008

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PUBLIC LIBRARY



**0379-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4013-08/09	Municipal Transportation Agency	\$1,000,000	Provide a full service work-site based Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants.	Regular	08/30/11
4014-08/09 <i>Withdrawn</i>	Public Utilities Commission	\$33,000,000	Will provide professional construction management services to oversee the Peninsula Regional WSIP construction projects, on behalf of the SFPUC.	Regular	01/01/14

August 18, 2008: (1) Postpone PSC #4013-08/09 to the meeting of September 2, 2008 at the request of IFPTE Local 21.
 (2) Postpone PSC #4014-08/09 to the meeting of September 2, 2008 at the request of the Public Utilities Commission.

September 2, 2008: (1) Postpone PSC #4013-08/09 to the meeting of September 15, 2008 at the request of IFPTE Local 21; Municipal Transportation Agency to meet with Local 21 about their concerns; provide the cost and availability of City employees to perform the work; and give proper notice of item
 (2) Postpone PSC #4014-08/09 to the meeting of September 15, 2008 at the request of the Public Utilities Commission.

Speakers: Jeff Gary, Municipal Transportation Agency, Ging Louie and Joe Brenner, IFPTE Local 21 and Irwin Lum, TWU Local 250A spoke on PSC #4013-08/09.

Action: (1) PSC #4014-08/09 withdrawn at the request of the Public Utilities Commission. (Vote of 3 to 0)
 (2) Adopt the Human Resources Director's report on PSC #4013-08/09 on the condition that the Municipal Transportation Agency and IFPTE Local 21 engage in further discussion and the Municipal Transportation Agency produce an analysis of whether the current EAP employees can perform the work. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

**0404-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4017-08/09 <i>Withdrawn</i>	Public Utilities Commission	\$5,000,000	Will provide liquidity in the form of a bank letter of credit for PUC Water Enterprise revenue bonds.	Regular	09/01/13

September 2, 2008: Postpone PSC #4017-08/09 to the meeting of September 15, 2008 at the request of the Public Utilities Commission.

Speakers: None.

Action: PSC #4017-08/09 withdrawn at the request of the Public Utilities Commission. (Vote of 3 to 0)

**0420-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4022-08/09	District Attorney	\$200,000	Will provide independent evaluation of programs developed by the District Attorney's Office, including Back on Track program, Re-entry Center and other Programs serving victims, at-risk youth and former offenders.	Regular	06/30/09
4023-08/09	Municipal Transportation Agency	\$900,000	Will provide an off-site facility to collect pre-employment, post-accident, return to duty, reasonable suspicion breath and urine samples for SFMTA employees and contractors in compliance with DOT/FTA testing regulations.	Regular	11/30/11
4024-08/09	General Services Agency, Real Estate Division	\$900,000	Will provide parking garage operation and management at the 1650 Mission Street Garage consisting of transient and monthly parking for 105 vehicles.	Regular	06/30/14
4025-08/09	GSA/Medical Examiner	\$100,000	Will design, implement and support a Laboratory Information Management System (LIMS) that incorporates all of the instruments and testing equipment in the Forensic Laboratory of the Medical Examiner's Office.	Regular	09/30/09
4026-08/09	GSA/Medical Examiner	\$500,000	Will provide specialized toxicological analyses performed by an accredited laboratory.	Regular	03/14/11
4027-08/09	Department of Emergency Management	\$148,600	Will provide the Bay Area UASI with a Comprehensive, Strategic Plan for the 700 MHz public safety communications system.	Regular	11/01/08
4028-08/09	Department of Emergency Management	\$498,440	Will plan, coordinate, produce, and the conduct of 30 State Fire Marshall Incident Management Team Courses to class sizes of approx. 30 in geographically diverse locations throughout the ten county Urban Area Security Initiative region.	Regular	12/31/09
4029-08/09	Department of Emergency Management	\$1,087,651	Will provide strategic planning for the Bay Area UASI's exercise program. The services provided will include: planning, coordination, production, and the conduct of the Bay Area SUASI's participation in Silver Sentinel 2008.	Regular	12/31/09

4052-06/07	Department of Building Inspection	Increase Amount \$28,716 New Amount \$928,716	Will provide a wide ranging program of studies and recommendations that will provide a basis for earthquake risk reduction and response policy development by the City staff, citizens, and experts that will extend over the next few years for the CCSF.	Modification	09/30/10
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Speakers:

Katherine Miller, District Attorney's Office spoke on PSC #4022-08/09.

Reggie Smith, Municipal Transportation Agency spoke on PSC #4023-08/09.

Joan Lubamersky and John Updike, General Services Agency/ Real Estate Division spoke on PSC #4024-08/09.

Joan Lubamersky and Dr. Amy Hart, Chief Medical Examiner, General Services Agency/Medical Examiner spoke on PSC #4026-08/09.

Vicki Hennessy, William Lee and Michelle Geddes, Department of Emergency Management spoke on PSC #4027-08/09.

Vicki Hennessy, Department of Emergency Management spoke on PSC #4028-08/09.

Laurence Kornfield, Department of Building Inspection spoke on PSC #4052-06/07.

Action:

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0408-08-3

Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 8)

Speakers:

Rich David, Department of Human Resources

Disclosure:

Commissioner Yu Yee Wu-Sheridan disclosed that she works for the Department of Industrial Relations but it would not affect her ability to be fair.

Action:

Adopt report; Forward to Board of Supervisors.
(Vote of 3 to 0)

0303-08-4

Appeal by Harry Baker of the permanent exempt designation of the recently posted 9774 Senior Development Community Development Specialist I. (Item No. 9)

Speakers:

Harry Baker, Appellant

Adrienne Pon, Mayor's Office of Community Investment

Brian Chu, Mayor's Office of Community Investment

Tamar Dorfman, Mayor's Office of Community Investment

Melange Matthews, Mayor's Office of Community Investment

Kerry Ko, Department of Human Resources

0303-08-4 (continued)

- Disclosure:**
- (1) Commissioner Mary Jung disclosed that she was an employee of the Mayor's Office of Community Development but it would not affect her ability to be fair.
 - (2) Commissioner Wu Sheridan disclosed she is socially acquainted with Adrienne Pon and Brian Chu but that it would not affect her ability to be fair.

Action: Adopt the report. Sustain the decision of the Human Resources Director and deny the appeal by Harry Baker. (Vote of 3 to 0)

0421-08-1 **Department of Human Resources presentation on the recommendations of the Advisory Panel for City Employment of Persons with Disabilities. (Item No. 10)**

Speakers: None.

Action: Postpone to the meeting of October 20, 2008 at the request of the Department of Human Resources. (Vote of 3 to 0)

0231-08-7 **Request for hearing of the automatic resignation by Eric Deggendorfer, Electrician Supervisor I (Job Code 7238) with the Public Utilities Commission. (Item No. 11)**

August 18, 2008: Postpone to the meeting of September 15, 2008 at the request of Kevin Hughes, IBEW Local 6.

Speakers: Kevin Hughes, IBEW Local 6
Michael DeBellis, Public Utilities Commission

Action: Postpone to the meeting of October 20, 2008 at the request of Kevin Hughes, IBEW Local 6. The Commission stipulated this will be the last continuance granted. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 12)

Kevin Hughes, IBEW Local 6 commended former Executive Officer Kate Favetti and Anita Sanchez, Executive Officer for their timeliness and fairness in matters pertaining to the appellant and Unions and providing copies of the Department's submittal of materials at the same time as the Commission.

He also mentioned a Personal Service Contract on the August 18, 2008 calendar for \$20,000,000 submitted by the Municipal Transportation Agency. He did not speak for or against the contract due to extenuating circumstances.

Finally, Mr. Hughes commented on exempt appointments and the three-year cap on provisional appointments.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

None.

ADJOURNMENT (Item No. 14)

4:45 p.m.



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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

San Francisco Public Library
Main Library, Civic Center
Attn: Government Info. Center
Box 41 (AG)

Agenda and Notice of Special Meeting

Monday, September 22, 2008



1:00 p.m.



09-17-08A10 45 PM

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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SEP 17 2008

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PUBLIC LIBRARY

- I. Call to Order and Roll Call.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- III. Follow-Up Hearing of Appeals From Q-35 Assistant Inspector Eligibles on List ID 21055, Challenging Classification Decision Relating to Q-50 Sergeant Appointments and Assignments Made in August 2007 and Failure to Appoint Appellants to Q-35 Assistant Inspector. (File No. 0268-08-1) Discussion and Possible Action

Note: A closed session on this item is possible. A closed session may not be held, but the option to hold a closed session is provided to the Commission.

- A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.
- B) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (Action Item)
- C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - (Discussion and Possible Action Item)
California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) – As Defendant; One Case

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRANO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

D) Reconvene in open session:

- 1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
- 2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) and San Francisco Administrative Code Section 67.12(b).

July 2, 2007: Postpone to the meeting of July 16, 2007 at the request of the appellants.

July 16, 2007: 1. Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Mario Machi. Mr. Machi failed to appear.
2. Continue all remaining appeals to the meeting of August 6, 2007.

August 6, 2007: 1. Approve appellant Thomas O'Connor's request to be excused from hearing due to a long standing medical appointment. His appeal will be heard along with the other appeals on the use of the Q-35/0380 Inspector Series at the San Francisco Police Department. (Vote of 4 to 0)
2. Deny appeals without prejudice. Appeals may be brought when a classification decision is made by the Human Resources Director regarding the Q-50 and Q-35/0380 classes. (Vote of 4 to 0)
3. The Commission requested an Opinion of the City Attorney on the jurisdiction of the Court and the Commission to interpret and enforce the Stipulation and Order Re: Selection Procedure for the 1998 Q-35 Assistant Inspector Examination; and to provide guidance on the meaning of certain provisions therein. (Vote of 4 to 0)

April 21, 2008: The Commission directed the Executive Officer to schedule a hearing on the requests for hearing filed. (Vote of 3 to 0)

June 16, 2008: 1. A classification action under Civil Service Commission jurisdiction has occurred. (Vote of 4 to 1; Commissioner Becerril dissents.)
2. Appeals of the classification action were timely. (Vote of 5 to 0)

*Request for
Information:*

The Commission also scheduled a follow-up hearing on August 18, 2008 and requested the following additional information:

1. The Civil Service Commission's jurisdiction and its ability to interpret various provisions of the Stipulation and Order issued by the Court on October 26, 1998, regarding the selection process of the Q-35 examination and other related orders terminating the Consent Decree.
2. A briefing of Administrative Code Sections 2A.75 through 2A.78 on the powers of the Chief of Police and Police Commission to reorganize the department and make assignments.
3. The specific job duties of the Q-35, Q-50, and 0380 positions and their similarities and differences.
4. What remedies does the Civil Service Commission have at its disposal in this situation?

Recommendation: Open for discussion.

IV. Adjournment.

Please Note:

Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.

Posted 9/16/08

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

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Materials Distributed to Commissioners After Distribution of Agenda Packet

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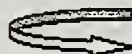
CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

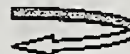
Amended

Agenda and Notice of Special Meeting

Monday, September 22, 2008



1:00 p.m.



09-17-08 13:53 R 10

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

SEP 17 2008

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PUBLIC LIBRARY

- I. Call to Order and Roll Call.
 - II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
 - III. Follow-Up Hearing of Appeals From Q-35 Assistant Inspector Eligibles on List ID 21055, Challenging Classification Decision Relating to Q-50 Sergeant Appointments and Assignments Made in August 2007 and Failure to Appoint Appellants to Q-35 Assistant Inspector. (File No. 0268-08-1) Discussion and Possible Action
- Note: A closed session on this item is possible. A closed session may not be held, but the option to hold a closed session is provided to the Commission.
- A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.
 - B) Vote on whether to assert the attorney - client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) - Conference with Legal Counsel - Anticipated Litigation. (Action Item)
 - C) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - (Discussion and Possible Action Item)
California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) - As Defendant; One Case

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRANO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

U-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER



Agenda and Notice of Special Meeting
Monday, September 22, 2008 – 1:00 p.m.
Page 2

D) Reconvene in open session:

- 1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
- 2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) and San Francisco Administrative Code Section 67.12(b).

July 2, 2007: Postpone to the meeting of July 16, 2007 at the request of the appellants.

July 16, 2007: 1. Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Mario Machi. Mr. Machi failed to appear.
2. Continue all remaining appeals to the meeting of August 6, 2007.

August 6, 2007: 1. Approve appellant Thomas O'Connor's request to be excused from hearing due to a long standing medical appointment. His appeal will be heard along with the other appeals on the use of the Q-35/0380 Inspector Series at the San Francisco Police Department. (Vote of 4 to 0)
2. Deny appeals without prejudice. Appeals may be brought when a classification decision is made by the Human Resources Director regarding the Q-50 and Q-35/0380 classes. (Vote of 4 to 0)
3. The Commission requested an Opinion of the City Attorney on the jurisdiction of the Court and the Commission to interpret and enforce the Stipulation and Order Re: Selection Procedure for the 1998 Q-35 Assistant Inspector Examination; and to provide guidance on the meaning of certain provisions therein. (Vote of 4 to 0)

April 21, 2008: The Commission directed the Executive Officer to schedule a hearing on the requests for hearing filed. (Vote of 3 to 0)

June 16, 2008: 1. A classification action under Civil Service Commission jurisdiction has occurred. (Vote of 4 to 1; Commissioner Becerril dissents.)
2. Appeals of the classification action were timely. (Vote of 5 to 0)

Agenda and Notice of Special Meeting
Monday, September 22, 2008 – 1:00 p.m.
Page 3

*Request for
Information:*

The Commission also scheduled a follow-up hearing on August 18, 2008 and requested the following additional information:

1. The Civil Service Commission's jurisdiction and its ability to interpret various provisions of the Stipulation and Order issued by the Court on October 26, 1998, regarding the selection process of the Q-35 examination and other related orders terminating the Consent Decree.
2. A briefing of Administrative Code Sections 2A.75 through 2A.78 on the powers of the Chief of Police and Police Commission to reorganize the department and make assignments.
3. The specific job duties of the Q-35, Q-50, and 0380 positions and their similarities and differences.
4. What remedies does the Civil Service Commission have at its disposal in this situation?

August 4, 2008:

Postpone to September 15, 2008; City Attorney to provide the opinion including the status of the Q-35 List ID 21055 and other information requested from departments. (Vote of 3 to 1; Vice President Gorrono dissents.)

Recommendation: Open for discussion.

IV. Adjournment.

Please Note:

Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.

Posted 9/16/08

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

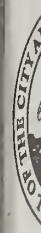
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Minutes of Special Meeting

Monday, September 22, 2008

1:00 p.m.

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 1:10 p.m.

Present: President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Yu-Yee Wu Sheridan

Not Present: Commissioner Mary Y. Jung (Notified absence)
Commissioner E. Dennis Normandy (Notified absence)

President Donald A. Casper presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Follow-Up Hearing of Appeals From Q-35 Assistant Inspector Eligibles on List ID 21055, Challenging Classification Decision Relating to Q-50 Sergeant Appointments and Assignments Made in August 2007 and Failure to Appoint Appellants to Q-35 Assistant Inspector. (File No. 0268-08-1) Discussion and Possible Action

Speakers: Juanita Stockwell, Appellant
Robert Ford, Appellant
Peter Busalacchi, Appellant
Rolando Canales, Appellant
Diane McKeivitt, Appellant
Anthony Johnson, Appellant
Bartholomew Johnson, Appellant
George Fogarty, Appellant
Guillermo Amigo, Appellant
E.R. Balinton, Appellant
Mary Godfrey, Appellant
Richard Jue, Appellant
Vincent Neeson, Appellant
Sheila Jackson, Appellant
Doreen Carroll, Appellant
Silvia David, Appellant
Robert Leung, Appellant
Dan Gray, Appellant
Michelle Rodriguez, Public Advocates
John Affeldt, Public Advocates
Alice Villagomez, Human Resources Director, SFPD

Elizabeth Salveson, City Attorney's Office
Bruce Topp, Department of Human Resources
Deputy Chief Kevin Cashman, Field Operations Bureau-SFPD
Terrye Ivy, Appellant
Julian Hill, President, Officers for Justice
Marion Jackson, Retired Inspector
Deputy Chief Charles Keohane, Administration, SFPD
Micki Callahan, Human Resources Director
Jennifer Johnston, Department of Human Resources
Nikolas Borthne, Appellant

- IV. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 3 to 0)

Closed Session I started at 1:21 p.m. in City Hall, Room 400 and the following were present:

President Donald A. Casper
Vice President Morgan R. Gorrone
Yu-Yee Wu Sheridan, Commissioner
Anita Sanchez, Executive Officer, CSC
Paul Zarefsky, Deputy City Attorney
Lizzette Henríquez, Civil Service Commission

Closed Session I ended at 1:38 p.m.

- V. Reconvened in open session at 1:39 p.m.

- A) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 3 to 0)

Action: 1) The 1998 Q-35 Assistant Inspector Eligible List is still in effect. (Vote of 3 to 0)

Statement of President Casper on his vote In their written submissions to this Commission, the Department of Human Resources and the Police Department have argued that this Commission has no jurisdiction to interpret the October 26, 1998, Stipulation and Order regarding selection procedure for the 1998 Q-35 Assistant Inspector examination, which Stipulation and Order was entered by the Federal District Court in the Consent Decree litigation. No, we do not have jurisdiction to interpret the Court's order. However, the Civil Service Commission was a party to that litigation; the Civil Service Commission was the first named defendant. Consequently, the Civil Service Commission is of course bound by all orders of the Court entered in that litigation. While it is not within our jurisdiction to interpret the Court's order, we have the task of determining what are our responsibilities and duties under the Order. If the Order applies to us, we must take action in compliance with the Order.

Now the Order affects the Q-35 list in several ways. The principal way in which the Order affects the Q-35 list is the list's duration. Its duration, as stated by the Court, is not without ambiguity. It can be read in several ways. One way is this: the Q-35 list shall remain in effect for four (4) years. However, if and when a new Q-35 list is adopted, whether before the expiration of four (4) years or after four (4) years, the Q-35 list expires. Well, that reading cannot be said to comport with the intentions of the parties. Under that reading, the City could have cut off the list after, let's say, the expiration of two (2) years by holding another Q-35 examination. That could not have been the intent of the parties at that time.

In determining what the Commission's duty is under the Order, we can and should look to the conduct of the parties following the entry of the Order. Under Sections 212.5 and 212.6 of the Civil Service Commission Rules, a discrete eligible list in the Police Department has a maximum duration of four (4) years. If the Q-35 list remained active beyond four (4) years, that could only have been because the Court Order entered on October 26, 1998, so provided. As brought out in today's hearing, there is no civil service mechanism for extending a discrete eligible list in the Police Department beyond four (4) years, but the parties acted as though the list were still active. The parties so acted perhaps under a misapprehension of what Civil Service Rules allow. It really is unclear what the parties apprehensions were, but it is clear what the parties conduct was. And their conduct was to proceed as though the list were still active. Nothing has been presented to this Commission which

justifies or explains the statement made in the Frequently-Asked-Questions handout the handout which was distributed when the Q-50 plan was rolled out – namely, that the Q-35 list would expire in November of 2006. That being the case, we must consider the Q-35 list as still an active list.

- VI. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 3 to 0)

Closed Session II started at 4:18 p.m. in City Hall, Room 400 and the following were present:

President Donald A. Casper
Vice President Morgan R. Gorrono
Yu-Yee Wu Sheridan, Commissioner
Anita Sanchez, Executive Officer, CSC
Paul Zarefsky, Deputy City Attorney
Lizzette Henríquez, Civil Service Commission

Closed Session II ended at 5:17 p.m.

- VII. Reconvened in open session at 5:28 p.m.

- A) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 3 to 0)

Action: 2a) First is: that the hearing of this matter be continued, and that at a further hearing the Commission address the issues of whether the assignments of the Q-50 Sergeants to work traditionally performed by Q-35 Assistant Inspectors and 0380 Inspectors as described in the class specifications for the latter two ranks were proper. Furthermore, that if the Commission formally finds that the assignments were improper under Civil Service Commission Rules, that the Commission examine and make a decision regarding the appropriate remedies.

2b) Second is: that the Commission ask the Chief of Police, between the date of this hearing and the date of the next hearing on this matter, to refrain from further assigning Q-50 Sergeants to work traditionally performed by Q-35 Assistant Inspectors and 0380 Inspectors, as such work is described in the class specifications for the latter two

ranks. (Vote of 3 to 0)

IV. Adjournment

6:36 p.m.



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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Agenda and Notice of Special Meeting

Monday, September 29, 2008



3:00 p.m.



San Francisco Public Library
Main Library, Civic Center
Attn: Terry Oehler
Box 41 (AG)

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

- I. Call to Order and Roll Call.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- III. Challenge to Classification Decision Relating to Q-50 Sergeant Appointments and Assignments Made in August 2007: (1) Decision Whether Assignment to Sergeants of Work Traditionally Performed by Q-35 Assistant Inspectors and 0380 Inspectors as Described in the Class Specifications for those Ranks was Proper under Civil Service Commission Rules; (2) If Not, Decision as to the Appropriate Remedies. (File No. 0268-08-1) ACTION ITEM

Continuation of Hearing of Appeals from Q-35 Assistant Inspector Eligibles on List ID 21055 Challenging the Classification Decision and the Q-50 Sergeant Appointments and Assignments and the Failure to Appoint Appellants to Q-35 Assistant Inspector. (File No. 0268-08-1) ACTION ITEM

Note: A closed session on this item is possible. A closed session may not be held, but the option to hold a closed session is provided to the Commission.

- A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.
- B) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (Action Item)
- C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - (Discussion and Possible Action Item)
California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) – As Defendant; One Case

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

D) Reconvene in open session:

- 1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
- 2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) and San Francisco Administrative Code Section 67.12(b).

July 2, 2007: Postpone to the meeting of July 16, 2007 at the request of the appellants.

July 16, 2007: 1. Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Mario Machi. Mr. Machi failed to appear.
2. Continue all remaining appeals to the meeting of August 6, 2007.

August 6, 2007: 1. Approve appellant Thomas O'Connor's request to be excused from hearing due to a long standing medical appointment. His appeal will be heard along with the other appeals on the use of the Q-35/0380 Inspector Series at the San Francisco Police Department. (Vote of 4 to 0)
2. Deny appeals without prejudice. Appeals may be brought when a classification decision is made by the Human Resources Director regarding the Q-50 and Q-35/0380 classes. (Vote of 4 to 0)
3. The Commission requested an Opinion of the City Attorney on the jurisdiction of the Court and the Commission to interpret and enforce the Stipulation and Order Re: Selection Procedure for the 1998 Q-35 Assistant Inspector Examination; and to provide guidance on the meaning of certain provisions therein. (Vote of 4 to 0)

April 21, 2008: The Commission directed the Executive Officer to schedule a hearing on the requests for hearing filed. (Vote of 3 to 0)

June 16, 2008: 1. A classification action under Civil Service Commission jurisdiction has occurred. (Vote of 4 to 1; Commissioner Becerril dissents.)
2. Appeals of the classification action were timely. (Vote of 5 to 0)

Request for Information: The Commission also scheduled a follow-up hearing on August 18, 2008 and requested the following additional information:
1. The Civil Service Commission's jurisdiction and

its ability to interpret various provisions of the Stipulation and Order issued by the Court on October 26, 1998, regarding the selection process of the Q-35 examination and other related orders terminating the Consent Decree.

2. A briefing of Administrative Code Sections 2A.75 through 2A.78 on the powers of the Chief of Police and Police Commission to reorganize the department and make assignments.

3. The specific job duties of the Q-35, Q-50, and 0380 positions and their similarities and differences.

4. What remedies does the Civil Service Commission have at its disposal in this situation?

August 4, 2008:

Postpone to September 15, 2008; City Attorney to provide the opinion including the status of the Q-35 List ID 21055 and other information requested from departments. (Vote of 3 to 1; Vice President Gorrone dissents.)

September 22, 2008:

1) The 1998 Q-35 Assistant Inspector Eligible List is still in effect. (Vote of 3 to 0)

*Statement of
President Casper on
his vote*

In their written submissions to this Commission, the Department of Human Resources and the Police Department have argued that this Commission has no jurisdiction to interpret the October 26, 1998, Stipulation and Order regarding selection procedure for the 1998 Q-35 Assistant Inspector examination, which Stipulation and Order was entered by the Federal District Court in the Consent Decree litigation. No, we do not have jurisdiction to interpret the Court's order. However, the Civil Service Commission was a party to that litigation; the Civil Service Commission was the first named defendant. Consequently, the Civil Service Commission is of course bound by all orders of the Court entered in that litigation. While it is not within our jurisdiction to interpret the Court's order, we have the task of determining what are our responsibilities and duties under the Order. If the Order applies to us, we must take action in compliance with the Order.

Now the Order affects the Q-35 list in several ways. The principal way in which the Order affects the Q-35 list is the list's duration. Its duration, as stated by the Court, is not without ambiguity. It can be read in several ways. One way is this: the Q-35 list

shall remain in effect for four (4) years. However, if and when a new Q-35 list is adopted, whether before the expiration of four (4) years or after four (4) years, the Q-35 list expires. Well, that reading cannot be said to comport with the intentions of the parties. Under that reading, the City could have cut off the list after, let's say, the expiration of two (2) years by holding another Q-35 examination. That could not have been the intent of the parties at that time.

2a) First is: that the hearing of this matter be continued, and that at a further hearing the Commission address the issues of whether the assignments of the Q-50 Sergeants to work traditionally performed by Q-35 Assistant Inspectors and 0380 Inspectors as described in the class specifications for the latter two ranks were proper. Furthermore, that if the Commission formally finds that the assignments were improper under Civil Service Commission Rules, that the Commission examine and make a decision regarding the appropriate remedies.

2b) Second is: that the Commission ask the Chief of Police, between the date of this hearing and the date of the next hearing on this matter, to refrain from further assigning Q-50 Sergeants to work traditionally performed by Q-35 Assistant Inspectors and 0380 Inspectors, as such work is described in the class specifications for the latter two ranks. (Vote of 3 to 0)

Recommendation: Open for discussion.

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 9/23/08

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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Civil Service Commission

LISTEN

TEXT ONLY

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September 29, 2008 - Special Meeting

Minutes of Special Meeting

Monday, September 29, 2008

3:00 p.m.

GOVERNMENT
DOCUMENTS DEPT

- I. The Special Meeting was called to order at 3:38 p.m.

Present: President Donald A. Casper
Vice President Morgan R. Gorrondo
Commissioner Mary Y. Jung
Commissioner Yu-Yee Wu Sheridan

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Not Present: Commissioner E. Dennis Normandy (Notified absence)

Note: 1) Commissioner Jung announced she reviewed the tape recording of the September 22, 2008 Special Meeting and can participate in today's meeting.
2) President Casper announced that he and Vice President Gorrondo met with parties and their counsel in an attempt to begin settlement discussion prior to the meeting. President Casper stated that what was discussed would not affect his and Vice President Gorrondo's evaluation and analysis of the facts of the matter before them and the applicable laws and Civil Service Commission Rules.

President Donald A. Casper presided.

- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

Gary Delagnes, President, SF Police Officers Association asked the San Francisco Police Department, Civil Service Commission and City Attorney to provide clarity and transparency in the promotional process.

Lea Militello, President, LGBT Pride Alliance stated that she took the 1997 Q-35 exam and the Q-35 Eligible List should remain active. She does not support removing the recently appointed Q-50 Sergeants from their positions.

Julian Hill, President, Officers for Justice stated that the departments should work together to improve the promotional process and include the appellants in the remedies.

Juanita Stockwell – stated that she was happy to see the other Union representatives present at the CSC meeting.

Michael Lewis requested clarification on whether the Q-50 appointments were valid since the Q-35 list is active. He is seeking to promote within the department.

Nick Borthne spoke on classification changes. The department should follow the Civil Service Commission Rules and procedures to change a classification.

John Affeldt, Public Advocates requested the Civil Service Commission to continue this discussion at a meeting in two (2) weeks and to ask the department to refrain from assigning Q-50 Sergeants to traditionally Q-35 Assistant Inspector positions.

III. Challenge to Classification Decision Relating to Q-50 Sergeant Appointments and Assignments Made in August 2007: (1) Decision Whether Assignment to Sergeants of Work Traditionally Performed by Q-35 Assistant Inspectors and 0380 Inspectors as Described in the Class Specifications for those Ranks was Proper under Civil Service Commission Rules; (2) If Not, Decision as to the Appropriate Remedies.(File No. 0268-08-1) ACTION ITEM

Continuation of Hearing of Appeals from Q-35 Assistant Inspector Eligibles on List ID 21055 Challenging the Classification Decision and the Q-50 Sergeant Appointments and Assignments and the Failure to Appoint Appellants to Q-35 Assistant Inspector. (File No. 0268-08-1) ACTION ITEM

Action: Continue the meeting in two (2) weeks and request the Chief of Police to not make Q-50 appointments to traditionally Q-35 Assistant Inspector positions until this matter is resolved. (Vote of 4 to 0)

Note: The Commission directed the Executive Officer to check with Commissioners' schedules and the availability of a hearing room in scheduling the continued meeting.

IV. Adjournment

4:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
October 6, 2008

10-02-2008 10:00 AM

DOCUMENTS DEPT.

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

OCT - 2 2008
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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

October 6, 2008
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Donald A. Casper
Vice President Morgan R. Gorrone
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy
Commissioner Yu-Yee Wu Sheridan

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of September 11, 2008

Recommendation: Approve

Regular Meeting of September 15, 2008

Recommendation: Approve.

Special Meeting of September 22, 2008

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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**(5) Review of request for approval of proposed personal services contracts.
(File No. 0443-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4031-08/09	Department of Children, Youth & Their Families	\$75,000	Will evaluate \$7.7 million dollars in grants to 41 community based organizations funded to provide violence prevention and intervention.	Regular	10/31/09
4032-08/09	Arts Commission	\$262,206	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis.	Regular	06/30/09
4033-08/09	Fire Department	\$460,600	Will perform physical fitness evaluations on uniformed Fire Department personnel including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	Regular	06/30/10
4034-08/09	San Francisco Municipal Transportation Agency	\$300,000	Will provide professional services to prepare technical specifications and Unit Price Books containing 60,000-100,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system.	Regular	09/30/11
4035-08/09	San Francisco Municipal Transportation Agency	\$456,250	Will provide replacement of dBase, the Section's existing fare media sales and cash fare processing system, with Quickbooks Enterprise Solutions.	Regular	04/30/10
4036-08/09	Police	\$100,000	Will provide an objective, comprehensive review of the patrol special program within San Francisco and the operation of similar programs in other jurisdictions.	Regular	10/31/09
4037-08/09	Police	\$110,000	Will provide recycling and shredding of Confidential Documents.	Regular	01/31/14
4038-08/09	Public Utilities Commission	\$500,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies.	Regular	12/31/09
4039-08/09	Public Utilities Commission	\$1,500,000	Will provide a public participation program through which interested SF residents and businesses can be involved in the decision making process for the development of a Sewer System Master Plan (SSMP) and Wastewater Capital Improvement Program (CIP).	Regular	02/28/10
4040-08/09	Recreation and Park Department	\$1,000,000	Will provide JOC Implementation services including program development and procurement support.	Regular	06/30/13
4041-08/09	Department of Telecommunications and Information Services	\$2,681,284	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	Regular	08/31/09
4042-08/09	Department of Emergency Management	\$152,000	Will implement the 3 rd phase in the development of a web-based, shelter database system. Expanded functionality will include the addition of a mapping component to the current database system.	Regular	12/31/10

4014-05/06	Airport Commission	Increase Amount \$600,000 New Amount \$1,770,000	Will continue to work in a strategic marketing alliance with the Airport through joint offices in Shanghai, Beijing and Tokyo, to promote the Airport and the City of San Francisco at international trade and tourism exhibitions worldwide.	Modifi- cation	06/30/09
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**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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- (6) **Proposed Administrative Amendments to Civil Service Commission Rules Applicable to All Service-Critical Employees of the Municipal Transportation Agency (MTA) – Rule 403.3 Discrimination Complaints to Provide Full Authority to the Director of Transportation to Review and Resolve Discrimination Complaints at the MTA to Comply with Proposition A, November 2007. (File No. 0451-08-5) – Action Item**

Recommendation:

Post for adoption at the Regular Meeting of the Civil Service Commission on October 20, 2008.

REGULAR AGENDA

- (7) **Annual Report on the Certifications of Eligibles – Entry and Promotional – Uniformed Ranks of the San Francisco Police and Fire Departments. (File No. 0444-08-1) - Action Item**

**Recommendation of the
Human Resources
Director:**

Accept and file report.

- (8) **Review of request for approval of proposed personal services contracts. (File No. 0445-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4043-08/09	Treasurer & Tax Collector	\$250,000	Will provide development and processing of credit card payment applications for both online and IVR property taxes, water utility bills and parking citations.	Regular	09/15/12

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

- (9) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION
- (10) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS
- (11) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
October 6, 2008

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:10 p.m.

DOCUMENTS DEPT.

ROLL CALL

OCT 14 2008

President Donald A. Casper	Present
Vice President Morgan R. Gorrone	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Not Present (Notified absence)
Commissioner Yu-Yee Wu Sheridan	Not Present (Notified absence)

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President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of September 11, 2008

Action: Approve. (Vote of 3 to 0)

Regular Meeting of September 15, 2008

Action: Approve. (Vote of 3 to 0)

Special Meeting of September 22, 2008

Action: Approve. (Vote of 3 to 0)

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONE
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

**0443-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)**

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4038-08/09	Public Utilities Commission	\$500,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies.	Regular	12/31/09
4039-08/09 <i>Postpone to meeting of 10/20/08</i>	Public Utilities Commission	\$1,500,000	Will provide a public participation program through which interested SF residents and businesses can be involved in the decision making process for the development of a Sewer System Master Plan (SSMP) and Wastewater Capital Improvement Program (CIP).	Regular	02/28/10
4040-08/09	Recreation and Park Department	\$1,000,000	Will provide JOC Implementation services including program development and procurement support.	Regular	06/30/13
4041-08/09	Department of Telecommunications and Information Services	\$2,681,284	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	Regular	08/31/09
4042-08/09	Department of Emergency Management	\$152,000	Will implement the 3 rd phase in the development of a web-based, shelter database system. Expanded functionality will include the addition of a mapping component to the current database system.	Regular	12/31/10
4014-05/06	Airport Commission	Increase Amount \$600,000 New Amount \$1,770,000	Will continue to work in a strategic marketing alliance with the Airport through joint offices in Shanghai, Beijing and Tokyo, to promote the Airport and the City of San Francisco at international trade and tourism exhibitions worldwide.	Modification	06/30/09

0443-08-8 (continued)

Speakers:

Artina Lim and Laura Moye, Department of Children, Youth & Their Families and Alexis Torrez, IFPTE Local 21 spoke on PSC #4031-08/09.

Shanam Farhangi, Municipal Transportation Agency spoke on PSC #4034-08/09.

Brie Mawhorter, Municipal Transportation Agency, Dean Coate, Criss Romero and Alexis Torrez, IFPTE Local 21 spoke on PSC #4035-08/09.

Ken Bukowski, San Francisco Police Department and Criss Romero, IFPTE Local 21 spoke on PSC #4036-08/09.

Captain Thomas O'Neil, San Francisco Police Department spoke on PSC #4037-08/09.

Sean McFadden, Recreation and Park Department spoke on PSC #4040-08/09.

Jolie Gines, Department of Telecommunications and Information Services spoke on PSC #4041-08/09.

Rob Stengel, Department of Emergency Management spoke on PSC #4042-08/09.

Action:

- (1) Withdraw PSC #4033-08/09 at the request of the San Francisco Fire Department. (Vote of 3 to 0)
- (2) Postpone PSC #4039-08/09 to the meeting of October 20, 2008 at the request of the Public Utilities Commission. (Vote of 3 to 0)
- (3) Adopt the Human Resources Director's report on PSC #4031-08/09 subject to the condition that the Department of Children, Youth & Their Families meet with IFPTE Local 21 and discuss with Local 21 the possible use of certain classifications to perform part of the evaluation services and that such discussions take place in good faith on all sides. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
- (4) Adopt the Human Resources Director's report on PSC #4035-08/09 subject to the condition that 1) The Municipal Transportation Agency meet and discuss with IFPTE Local 21 the utilization of existing classifications to perform part of the work and that such discussions take place in good faith on all sides; 2) Should civil service classifications be identified which can perform some portion of the work, the work which is contracted out be adjusted accordingly, and; 3) Within thirty (30) days, both the Municipal Transportation Agency and IFPTE Local 21 report to the Commission the progress of the discussions. (Vote of 3 to 0)

0443-08-8 (continued)

- (5) Adopt the Human Resources Director's report on PSC #4036-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 1; Vice President Gorrone dissents.) Continue to the meeting of October 20, 2008. (Three (3) votes are needed for Commission action.)
- (6) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0451-08-5 Proposed Administrative Amendments to Civil Service Commission Rules Applicable to All Service-Critical Employees of the Municipal Transportation Agency (MTA) – Rule 403.3 Discrimination Complaints to Provide Full Authority to the Director of Transportation to Review and Resolve Discrimination Complaints at the MTA to Comply with Proposition A, November 2007. (Item No. 6)

Speakers: Anita Sanchez, Executive Officer

Action: Post for adoption at the Regular Meeting of the Civil Service Commission on October 20, 2008. (Vote of 3 to 0)

0444-08-1 Annual Report on the Certifications of Eligibles – Entry and Promotional – Uniformed Ranks of the San Francisco Police and Fire Departments. (Item No. 7)

Note: Micki Callahan, Human Resources Director introduced John Kraus to the Commission as the new Director of Recruitment and Assessment (RAS) replacing Bob Pritchard who retired recently.

Speakers: Saru Cownan, San Francisco Police Department
Jesusa Bushong, San Francisco Fire Department

Action: Accept and file report. (Vote of 3 to 0)

0445-08-8

**Review of request for approval of proposed personal services contracts.
(Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4043-08/09	Treasurer & Tax Collector	\$250,000	Will provide development and processing of credit card payment applications for both online and IVR property taxes, water utility bills and parking citations.	Regular	09/15/12

Speakers: Janet Tolenada, Treasurer/Tax Collector
Darrell Ascano, Treasurer/Tax Collector

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 9)

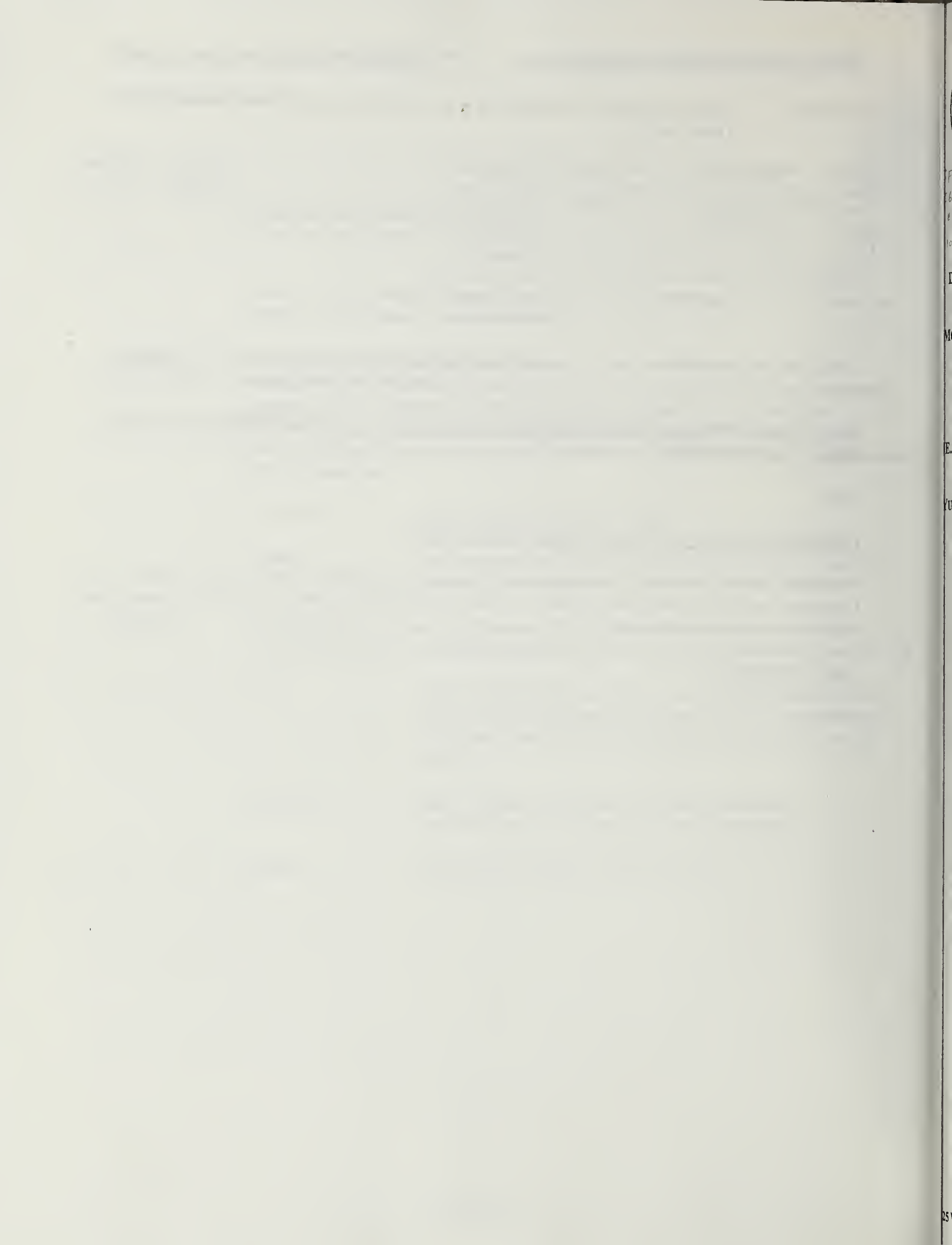
None.

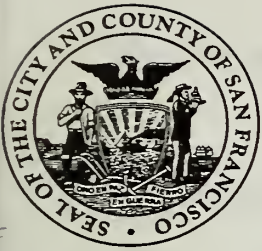
COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

President Donald Casper asked the Executive Officer to look into the possibility of providing Commissioners laptop computers in order to access the classification plan, Civil Service Commission Rules and other online materials.

ADJOURNMENT

4:48 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

10-16-08A11:03 RCVD

Regular Meeting
of

DOCUMENTS DEPT.

October 20, 2008

OCT 16 2008

2:00 p.m.

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PUBLIC LIBRARY

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

DONALD A. CASPER
PRESIDENT

JORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

U-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

University of California San Diego



Department of Biology

San Diego, California 92161

Phone (619) 594-9311

Telex 135550

Post Office Box 0370

Faculty of the Department of Biology

Dr. [Name] [Address] [City] [State] [Zip]

Dr. [Name] [Address] [City] [State] [Zip]

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Dr. [Name] [Address] [City] [State] [Zip]

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

October 20, 2008
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrone
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy
Commissioner Yu-Yee Wu Sheridan

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of September 29, 2008

Recommendation: Approve

Regular Meeting of October 6, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0443-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4036-08/09	Police	\$100,000	Will provide an objective, comprehensive review of the patrol special program within San Francisco and the operation of similar programs in other jurisdictions.	Regular	10/31/09
4039-08/09	Public Utilities Commission	\$1,500,000	Will provide a public participation program through which interested SF residents and businesses can be involved in the decision making process for the development of a Sewer System Master Plan (SSMP) and Wastewater Capital Improvement Program (CIP).	Regular	02/28/10

October 6, 2008:

- (1) Adopt the Human Resources Director's report on PSC #4036-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 1; Vice President Gorrone dissents.) Continue to the meeting of October 20, 2008. (Three (3) votes are needed for Commission action.)
- (2) Postpone PSC #4039-08/09 to the meeting of October 20, 2008 at the request of the Public Utilities Commission.

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

**(6) Review of request for approval of proposed personal services contracts.
(File No. 0463-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4044-08/09	Adult Probation	\$102,000	Will provide recommendations to assist in the supervision of adult offenders. CAIS identifies specific strategies that will likely result in positive recommendations to assist in the supervision of adult offenders.	Regular	10/31/11
4045-08/09	Police	\$1,000,000	Will provide drug and alcohol testing on an as-needed basis on Police Officers.	Regular	10/31/12
4046-08/09	Public Utilities Commission	\$171,000	Will provide expertise in conversion of grease (yellow and brown) into bio-diesel design, operation and management.	Regular	11/14/11

4047-08/09	Public Utilities Commission	\$84,940	Will provide transition support of Hummingbird RM/DM software due to employee separation. This support will enable new employee (transferred to PUC from DTIS) to complete her technical training in the internal workings of Hummingbird RM/DM software.	Regular	05/31/09
4048-08/09	Department of Emergency Management	\$100,000	Will plan, coordinate, produce and conduct a series of Point of Distribution (POD) exercise events (seminars, drills, workshops and tabletops) leading to a functional exercise for the Bay Area UASI from initial kickoff through After Action Report (AAR).	Regular	09/30/09
4049-08/09	Department of Emergency Management	\$481,200	Will provide completion of the assessment and strategic planning for ten 10 Bay Area Operational Areas.	Regular	12/31/08
4050-08/09	Public Works	\$1,800,000	Will provide additional architecture, engineering and related design disciplines are needed to complete the Parkside and North Beach Branch Library projects.	Regular	09/30/13
4067-03/04	Controller	Increase Amount \$800,000 New Amount \$1,450,000	Will conduct and coordinate nationwide executive recruitment processes to identify, screen and recommend candidates to the Mayor for appointment to City depart head/executive positions.	Modification	06/30/10
4065-07/08	Public Works	Increase Amount \$950,000 New Amount \$1,400,000	Will provide specialized architectural, engineering and related professional services for programming the facilities and specialized peer review services in support of City staff in negotiating and implementing the turn-key agreement.	Modification	02/15/11

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (7) **Proposed Administrative Amendments to Civil Service Commission Rules Applicable to All Service-Critical Employees of the Municipal Transportation Agency (MTA) – Rule 403.3 Discrimination Complaints to Provide Full Authority to the Director of Transportation to Review and Resolve Discrimination Complaints at the MTA to Comply with Proposition A, November 2007. (File No. 0451-08-5) – Action Item**

October 6, 2008: Post for adoption at the Regular Meeting of the Civil Service Commission on October 20, 2008.

Recommendation: Adopt.

- (8) **Report of Exempt Positions Under Charter Sections 10.104-16 through 10.104-18. (File No. 0464-08-1) – Action Item**

Recommendation: Accept and file report.

- (9) **Progress Report on Class Consolidation. (File No. 0465-08-1) – Action Item**

Recommendation: Accept and file report.

REGULAR AGENDA

- (10) **Department of Human Resources presentation on the recommendations of the Advisory Panel for City Employment of Persons with Disabilities. (File No. 0421-08-1) - Discussion Only.**

September 15, 2008: Postpone to the meeting of October 20, 2008 at the request of the Department of Human Resources.

Recommendation: Open for discussion.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (11) **Request for hearing of the automatic resignation by Eric Deggendorfer, Electrician Supervisor I (Job Code 7238) with the Public Utilities Commission. (File No. 0231-08-7) - Action Item**

August 18, 2008: Postpone to the meeting of September 15, 2008 at the request of Kevin Hughes, IBEW Local 6.

September 15, 2008: Postpone to the meeting of October 20, 2008 at the request of Kevin Hughes, IBEW Local 6. The Commission stipulated this will be the last continuance granted.

Recommendation of the Public Utilities Commission: Adopt the report. Sustain the decision of the Public Utilities Commission. Deny the appeal by Eric Deggendorfer.

- (12) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION
- (13) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS
- (14) ADJOURNMENT

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CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
October 20, 2008

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:13 p.m.

ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrone
Commissioner Mary Y. Jung

Commissioner E. Dennis Normandy
Commissioner Yu-Yee Wu Sheridan

Present
Not Present (Notified absence)
Present (Arrived at 3:08 p.m. Missed Item
#s 1-5, 6a: PSC #4044-08/09 through
4046-08/09)
Present
Present

President Donald A. Casper presided.

President Donald A. Casper extended a warm welcome to newly appointed
Commissioner E. Dennis Normandy to the Civil Service Commission.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of September 29, 2008

Action: Postpone to the meeting of November 3, 2008. (Vote of 3 to 0)

Regular Meeting of October 6, 2008

Action: Approve. (Vote of 3 to 0)

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONE
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

**0443-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4036-08/09	Police	\$100,000	Will provide an objective, comprehensive review of the patrol special program within San Francisco and the operation of similar programs in other jurisdictions.	Regular	10/31/09
4039-08/09	Public Utilities Commission	\$1,500,000	Will provide a public participation program through which interested SF residents and businesses can be involved in the decision making process for the development of a Sewer System Master Plan (SSMP) and Wastewater Capital Improvement Program (CIP).	Regular	02/28/10

- October 6, 2008:
- (1) Adopt the Human Resources Director's report on PSC #4036-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 1; Vice President Gorrone dissents.) Continue to the meeting of October 20, 2008. (Three (3) votes are needed for Commission action.)
 - (2) Postpone PSC #4039-08/09 to the meeting of October 20, 2008 at the request of the Public Utilities Commission.

Speakers: Ken Bukowski, San Francisco Police Department spoke on PSC #4036-08/09.
Bonita McGee, Public Utilities Commission and Joe Brenner, IFPTE Local 21 spoke on PSC #4039-08/09.

Disclosure: Commissioner E. Dennis Normandy disclosed that although he served at the Public Utilities Commission when PSC #4039-08/09 and 4046-08/09 were moved forward to the Civil Service Commission, it was not a decision made at the Commission level. Therefore for purposes of transparency and for the record should he vote in favor of the contract, there is no conflict of interest.

Deputy City Attorney Paul Zarefsky stated that Commissioner Normandy's service on the Public Utilities Commission would not preclude him as a legal matter from passing on Personal Service Contracts coming from that department, whether coming from the Commission itself or the Public Utilities Commission Department, there is no particular problem in that regard.

At Commissioner Normandy's request this statement is made a part of the record so that the same rule will apply for subsequent rulings.

0443-08-8 (continued)

Action:

- (1) Adopt the Human Resources Director's report on PSC #4036-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
- (2) Adopt the Human Resources Director's report on PSC #4039-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0463-08-8

**Review of request for approval of proposed personal services contracts.
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4044-08/09 <i>Postpone to the meeting of 11/03/08</i>	Adult Probation	\$102,000	Will provide recommendations to assist in the supervision of adult offenders. CAIS identifies specific strategies that will likely result in positive recommendations to assist in the supervision of adult offenders.	Regular	10/31/11
4045-08/09	Police	\$1,000,000	Will provide drug and alcohol testing on an as-needed basis on Police Officers.	Regular	10/31/12
4046-08/09	Public Utilities Commission	\$171,000	Will provide expertise in conversion of grease (yellow and brown) into bio-diesel design, operation and management.	Regular	11/14/11
4047-08/09	Public Utilities Commission	\$84,940	Will provide transition support of Hummingbird RM/DM software due to employee separation. This support will enable new employee (transferred to PUC from DTIS) to complete her technical training in the internal workings of Hummingbird RM/DM software.	Regular	05/31/09
4048-08/09	Department of Emergency Management	\$100,000	Will plan, coordinate, produce and conduct a series of Point of Distribution (POD) exercise events (seminars, drills, workshops and tabletops) leading to a functional exercise for the Bay Area UASI from initial kickoff through After Action Report (AAR).	Regular	09/30/09
4049-08/09	Department of Emergency Management	\$481,200	Will provide completion of the assessment and strategic planning for ten 10 Bay Area Operational Areas.	Regular	12/31/08
4050-08/09	Public Works	\$1,800,000	Will provide additional architecture, engineering and related design disciplines are needed to complete the Parkside and North Beach Branch Library projects.	Regular	09/30/13
4067-03/04 <i>Postpone to the meeting of 11/3/08</i>	Controller	Increase Amount \$800,000 New Amount \$1,450,000	Will conduct and coordinate nationwide executive recruitment processes to identify, screen and recommend candidates to the Mayor for appointment to City depart head/executive positions.	Modification	06/30/10
4065-07/08	Public Works	Increase Amount \$950,000 New Amount \$1,400,000	Will provide specialized architectural, engineering and related professional services for programming the facilities and specialized peer review services in support of City staff in negotiating and implementing the turn-key agreement.	Modification	02/15/11

0463-08-8 (continued)

Speakers: Patrick Boyd, San Francisco Adult Probation and Criss Romero, IFPTE Local 21 spoke on PSC #4044-08/09. Alice Villagomez, San Francisco Police Department spoke on PSC #4045-08/09. Bonita McGee and J.J. (Hans) Loffeld, Public Utilities Commission spoke on PSC #4047-08/09. Teresa Serata, Department of Emergency Management spoke on PSC #4048-08/09 and 4049-08/09. Mindy Linetsky, San Francisco Public Library and Ging Louie, IFPTE Local 21 spoke on PSC #4050-08/09. Jim Buker, Department of Public Works and Ging Louie, IFPTE Local 21 spoke on PSC #4065-07/08.

Action:

- (1) Postpone PSC #4044-08/09 to the meeting of November 3, 2008. (Vote of 3 to 0); Request Adult Probation to meet with IFPTE Local 21 before the meeting of November 3, 2008 and for Criss Romero, IFPTE Local 21 and Patrick Boyd, Adult Probation to be present at the meeting of November 3, 2008.
- (2) Postpone PSC #4067-03/04 to the meeting of November 3, 2008 by mutual agreement of the Controller and IFPTE Local 21. (Vote of 3 to 0)
- (3) Adopt the Human Resources Director's report on PSC #4045-08/09 and 4046-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
- (4) Adopt the Human Resources Director's report on PSC #4047-08/09 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
- (5) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0451-08-5 **Proposed Administrative Amendments to Civil Service Commission Rules Applicable to All Service-Critical Employees of the Municipal Transportation Agency (MTA) – Rule 403.3 Discrimination Complaints to Provide Full Authority to the Director of Transportation to Review and Resolve Discrimination Complaints at the MTA to Comply with Proposition A, November 2007. (Item No. 7)**

October 6, 2008: Post for adoption at the Regular Meeting of the Civil Service Commission on October 20, 2008.

Speakers: None.

Action: Postpone to the meeting of November 3, 2008 at the request of IFPTE Local 21. (Vote of 3 to 0)

**0464-08-1 Report of Exempt Positions Under Charter Sections 10.104-16 through 10.104-18.
(Item No. 8)**

Speakers: Kerry Ko, Department of Human Resources

Action: Accept and file report. (Vote of 4 to 0)

0465-08-1 Progress Report on Class Consolidation. (Item No. 9)

Speakers: Kerry Ko, Department of Human Resources

Action: Accept and file report. (Vote of 4 to 0)

**0421-08-1 Department of Human Resources presentation on the recommendations of the
Advisory Panel for City Employment of Persons with Disabilities. (Item No. 10)**

September 15, 2008: Postpone to the meeting of October 20, 2008 at the request of the Department of Human Resources.

Speakers: Silvia Castellanos, Department of Human Resources
Darlene Rutkowski, District Administrator, State of California
Department of Rehabilitation.
Timothy Hornbecker, Executive Director, The Arc of San Francisco.
Donald Moore, Program participant expressed a desire to be considered for employment with the City and County of San Francisco.
Terry Goodwin, Job Placement Services Director, The Arc of San Francisco stated that in all of her thirty years of working in job placement, she's only had one person to be placed in a position and that was years ago when the program first started. She hopes that we can work toward better incentives for managers to participate in the program.
Steven Crabel, Executive Director, Toolworks stated that the entry into the hiring process is somewhat difficult and the exam process and testing with paper and pencil may not be the best way for a lot of people to show their qualifications.
Susan Mizner, Mayor's Office on Disability.

Action: No action was taken. Commissioner Normandy stated that he accepts the principles and the vision that was presented by the Department of Human Resources and the Mayor's Office on Disability. The time could be better utilized if a plan of action was presented to the Commissioners that are doable within the Civil Service Commission structure of the City and County of San Francisco and that will pass muster with the various unions and departments. The time is appropriate now for us to start looking at some of the action plans and recommendations so we can use our time more productively.

0231-08-7 Request for hearing of the automatic resignation by Eric Degendorfer, Electrician Supervisor I (Job Code 7238) with the Public Utilities Commission. (Item No. 11)

August 18, 2008: Postpone to the meeting of September 15, 2008 at the request of Kevin Hughes, IBEW Local 6.

September 15, 2008: Postpone to the meeting of October 20, 2008 at the request of Kevin Hughes, IBEW Local 6. The Commission stipulated this will be the last continuance granted.

Speakers: Michael DeBellis, Public Utilities Commission
Portor Goltz, Deputy County Counsel for San Mateo County
Kevin Hughes, IBEW Local 6

Action: Grant the appeal by Eric Degendorfer. (Vote of 2 to 2; Commissioners Jung and Normandy dissent.) Continue to the meeting of December 1, 2008. (Three (3) votes are needed for Commission action.)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 12)

Kevin Hughes asked for clarification on how temporary exempt positions can be used to fill positions for budgetary purposes according to Civil Service Rules and why provisional appointments are not used.

Jennifer Johnston, Department of Human Resources clarified that provisional appointments are made when there is no eligible list.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

None.

ADJOURNMENT (Item No. 14)

5:21 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

Regular Meeting
of
November 3, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

10-30-08P03:05 RLVD

ANNOUNCEMENTS

DOCUMENTS DEPT.

RATIFICATION AGENDA

CONSENT AGENDA

OCT 30 2008

REGULAR AGENDA

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

WU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

November 3, 2008
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrano
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy
Commissioner Yu-Yee Wu Sheridan

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of September 29, 2008

October 20, 2008: Postpone to the meeting of November 3, 2008

Recommendation: Approve.

Regular Meeting of October 20, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made: in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0463-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4044-08/09	Adult Probation	\$102,000	Will provide recommendations to assist in the supervision of adult offenders. CAIS identifies specific strategies that will likely result in positive recommendations to assist in the supervision of adult offenders.	Regular	10/31/11
4067-03/04	Controller	Increase Amount \$800,000 New Amount \$1,450,000	Will conduct and coordinate nationwide executive recruitment processes to identify, screen and recommend candidates to the Mayor for appointment to City depart head/executive positions.	Modification	06/30/10

October 20, 2008:

- (1) Postpone PSC #4044-08/09 to the meeting of November 3, 2008. (Vote of 3 to 0); Request Adult Probation to meet with IFPTE Local 21 before the meeting of November 3, 2008 and for Criss Romero, IFPTE Local 21 and Patrick Boyd, Adult Probation to be present at the meeting of November 3, 2008.
- (2) Postpone PSC #4067-03/04 to the meeting of November 3, 2008 by mutual agreement of the Controller and IFPTE Local 21. (Vote of 3 to 0)

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

**(6) Review of request for approval of proposed personal services contracts.
(File No. 0486-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4051-08/09	Municipal Transportation Agency	\$5,000,000	Will provide professional and technical services to support the SFMTA Rail Vehicles Rehabilitation and Replacement Program on an as-needed basis.	Regular	01/31/14
4052-08/09	Municipal Transportation Agency	\$4,000,000	Will provide professional and technical services to support the Rubber Tire Vehicle Replacement program on an as-needed basis.	Regular	01/31/14
4053-08/09	Public Utilities Commission	\$100,000	Will provide treatment to the City's source water reservoirs with a new chemical (sodium carbonate peroxyhydrate) to control algal growth.	Regular	01/14/09
4054-08/09	Public Utilities Commission	\$9,900,000	Will provide as-needed environmental tasks for the SFPUC Water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource, environmental, and environmental planning expertise and services.	Regular	03/30/14

4055-08/09	Recreation & Park Department	\$1,500,000	Will provide preliminary design services for marina, coastal and general civil engineering, dredge design and consulting support services during the design/build process.	Regular	07/01/13
4056-08/09	Office of Contract Administration-Purchasing	\$120,000,000	Will provide as-needed, project specific services for a variety of highly specialized information technology (IT) projects.	Regular	12/31/11
4057-08/09	Public Works	\$450,000	Will provide advancement and management of funds for the Project Pull summer internship program. Funds will be disbursed for intern salaries and program enrichment activities.	Regular	06/30/12
4137-06/07	Department of Technology	Increase Amount \$227,000 New Amount \$663,000	Will provide vendor configuration and tailoring of the New World Systems Records Management System (RMS) and Field Reporting System (aka incidents reports), configure Standard and Custom System Reports.	Modification	05/01/09

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Proposed Administrative Amendments to Civil Service Commission Rules Applicable to All Service-Critical Employees of the Municipal Transportation Agency (MTA) – Rule 403.3 Discrimination Complaints to Provide Full Authority to the Director of Transportation to Review and Resolve Discrimination Complaints at the MTA to Comply with Proposition A, November 2007. (File No. 0451-08-5) – Action Item

October 6, 2008: Post for adoption at the Regular Meeting of the Civil Service Commission on October 20, 2008.

October 20, 2008: Postpone to the meeting of November 3, 2008 at the request of IFPTE Local 21.

Recommendation: Adopt.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Vince Courtney of the Position-Based Testing job announcement for 7282 Street Repair Supervisor II (PBT-7282-055082). (File No. 0478-08-4) – Action Item

Recommendation: Open for discussion.

- (9) **Report from the Municipal Transportation Agency and IFPTE Local 21 on the progress of discussions of the conditional approval of PSC #4035-08/09. (File No. 0478-08-4) – Action Item**

October 6, 2008:

Adopt the Human Resources Director's report on PSC #4035-08/09 subject to the condition that 1) The Municipal Transportation Agency meet and discuss with IFPTE Local 21 the utilization of existing classifications to perform part of the work and that such discussions take place in good faith on all sides; 2) Should civil service classifications be identified which can perform some portion of the work, the work which is contracted out be adjusted accordingly, and; 3) Within thirty (30) days, both the Municipal Transportation Agency and IFPTE Local 21 report to the Commission the progress of the discussions.

Recommendation: Accept the report; file.

- (10) **Appeal by Joseph Harris of the rejection of his application for 2593 Health Program Coordinator III. (File No. 0910-07-4) – Action Item**

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director/Department of Public Health Examinations Unit and deny the appeal by Joseph Harris.

- (11) **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2009. (File No. 0487-08-1) - Action Item**

Recommendation: Open for discussion.

- (12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

- (13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (14) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
November 3, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrone	Present
Commissioner Mary Y. Jung	Not Present (Notified absence)
Commissioner E. Dennis Normandy	Present
Commissioner Yu-Yee Wu Sheridan	Not Present (Notified absence)

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Richard Isen, IFPTE Local 21 requested that PSC #4056-08/09 be severed.

APPROVAL OF MINUTES

Special Meeting of September 29, 2008

October 20, 2008: Postpone to the meeting of November 3, 2008

Action: Approve as amended. (Vote of 3 to 0)

Regular Meeting of October 20, 2008

Action: Approve. (Vote of 3 to 0)

DOCUMENTS DEPT.

NOV 10 2008

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONE
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

**0463-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4044-08/09	Adult Probation	\$102,000	Will provide recommendations to assist in the supervision of adult offenders. CAIS identifies specific strategies that will likely result in positive recommendations to assist in the supervision of adult offenders.	Regular	10/31/11
4067-03/04 <i>Postpone to 12/1/08</i>	Controller	Increase Amount \$800,000 New Amount \$1,450,000	Will conduct and coordinate nationwide executive recruitment processes to identify, screen and recommend candidates to the Mayor for appointment to City depart head/executive positions.	Modification	06/30/10

- October 20, 2008:
- (1) Postpone PSC #4044-08/09 to the meeting of November 3, 2008. (Vote of 3 to 0); Request Adult Probation to meet with IFPTE Local 21 before the meeting of November 3, 2008 and for Criss Romero, IFPTE Local 21 and Patrick Boyd, Adult Probation to be present at the meeting of November 3, 2008.
 - (2) Postpone PSC #4067-03/04 to the meeting of November 3, 2008 by mutual agreement of the Controller and IFPTE Local 21. (Vote of 3 to 0)

Speakers: Susan Gwinn, IFPTE Local 21 and Esther Reyes, Office of the Controller spoke on PSC #4067-03/04.

- Action:**
- (1) Postpone PSC #4067-03/04 to the meeting of December 1, 2008 by mutual agreement of IFPTE Local 21 and the Office of the Controller. (Vote of 3 to 0)
 - (2) Adopt the Human Resources Director's report on PSC #4044-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

**0486-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4051-08/09	Municipal Transportation Agency	\$5,000,000	Will provide professional and technical services to support the SFMTA Rail Vehicles Rehabilitation and Replacement Program on an as-needed basis.	Regular	01/31/14
4052-08/09	Municipal Transportation Agency	\$4,000,000	Will provide professional and technical services to support the Rubber Tire Vehicle Replacement program on an as-needed basis.	Regular	01/31/14
4053-08/09	Public Utilities Commission	\$100,000	Will provide treatment to the City's source water reservoirs with a new chemical (sodium carbonate peroxyhydrate) to control algal growth.	Regular	01/14/09
4054-08/09	Public Utilities Commission	\$9,900,000	Will provide as-needed environmental tasks for the SFPUC Water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource, environmental, and environmental planning expertise and services.	Regular	03/30/14

4055-08/09	Recreation & Park Department	\$1,500,000	Will provide preliminary design services for marina, coastal and general civil engineering, dredge design and consulting support services during the design/build process.	Regular	07/01/13
4056-08/09	Office of Contract Administration-Purchasing	\$120,000,000	Will provide as-needed, project specific services for a variety of highly specialized information technology (IT) projects.	Regular	12/31/11
4057-08/09	Public Works	\$450,000	Will provide advancement and management of funds for the Project Pull summer internship program. Funds will be disbursed for intern salaries and program enrichment activities.	Regular	06/30/12
4137-06/07	Department of Technology	Increase Amount \$227,000 New Amount \$663,000	Will provide vendor configuration and tailoring of the New World Systems Records Management System (RMS) and Field Reporting System (aka incidents reports), configure Standard and Custom System Reports.	Modification	05/01/09

Speakers:

Trinh Nguyen, Municipal Transportation Agency and Ging Louie, IFPTE Local 21 spoke on PSC #4051-08/09 and 4052-08/09.

Pauson Yun and Kent Nelson, Public Utilities Commission spoke on PSC #4053-08/09.

Pauson Yun and Bill Zerda, Public Utilities Commission spoke on PSC #4054-08/09.

Jaci Fong and Vitus Leung, General Services Agency spoke on PSC #4056-08/09.

Walt Calcagno, Department of Technology spoke on PSC #4137-06/07.

Action:

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0451-08-5

Proposed Administrative Amendments to Civil Service Commission Rules Applicable to All Service-Critical Employees of the Municipal Transportation Agency (MTA) – Rule 403.3 Discrimination Complaints to Provide Full Authority to the Director of Transportation to Review and Resolve Discrimination Complaints at the MTA to Comply with Proposition A, November 2007. (Item No. 7)

October 6, 2008: Post for adoption at the Regular Meeting of the Civil Service Commission on October 20, 2008.

October 20, 2008: Postpone to the meeting of November 3, 2008 at the request of IFPTE Local 21.

Speakers:

Anita Sanchez, Executive Officer

Action:

Adopt. (Vote of 3 to 0)

0478-08-4 **Appeal by Vince Courtney of the Position-Based Testing job announcement for 7282 Street Repair Supervisor II (PBT-7282-055082). (Item No. 8)**

Speakers: None.

Action: Postpone to the meeting of November 17, 2008 at the request of Vince Courtney, Laborers Local 261. (Vote of 3 to 0)

0478-08-4 **Report from the Municipal Transportation Agency and IFPTE Local 21 on the progress of discussions of the conditional approval of PSC #4035-08/09. (Item No. 9)**

October 6, 2008: Adopt the Human Resources Director's report on PSC #4035-08/09 subject to the condition that 1) The Municipal Transportation Agency meet and discuss with IFPTE Local 21 the utilization of existing classifications to perform part of the work and that such discussions take place in good faith on all sides; 2) Should civil service classifications be identified which can perform some portion of the work, the work which is contracted out be adjusted accordingly, and; 3) Within thirty (30) days, both the Municipal Transportation Agency and IFPTE Local 21 report to the Commission the progress of the discussions.

Speakers: None.

Action: Postpone to the meeting of December 1, 2008 at the request of the Municipal Transportation Agency. (Vote of 3 to 0)

0910-07-4 **Appeal by Joseph Harris of the rejection of his application for 2593 Health Program Coordinator III. (Item No. 10)**

Speakers: James Peavey, Department of Public Health
Joseph Harris, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director/Department of Public Health Examinations Unit and deny the appeal by Joseph Harris. (Vote of 3 to 0)

Note: President Casper stated that he voted to sustain the decision of the Human Resources Director due to a lack of the required documentation that Mr. Harris needed to demonstrate that he had the primary responsibility for the administration, oversight or management for a program providing health care services required for a Class 2593 Health Program Coordinator III position.

0487-08-1 **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2009.
(Item No. 11)**

Speakers: Anita Sanchez, Executive Officer

Action: Postpone to the meeting of November 17, 2008 when all five
Commissioners are present. (Vote of 3 to 0)

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL
SERVICE COMMISSION (Item No. 12)**

Ging Louie, IFPTE Local 21 noted that he has come across several situations where employees have no previous performance appraisals or records documenting any acting assignments.

James Peavey, Department of Public Health, shared with the Commission the Court of Appeal decision in the case of Michael Kreutzer v. City and County of San Francisco that an exempt employee is not entitled to civil service protections.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

President Casper suggested that the Commission enter into discussion with the Office of the City Attorney on how to keep the Commission apprised of cases where the Commission is named a defendant in litigation and court decisions which affect the Commission's merit system jurisdiction.

President Casper also requested the Office of the City Attorney to compile all its opinions affecting the jurisdiction of the Commission going back to 1906 and copies of the opinions be placed in the Commission office.

Commissioner Normandy requested the Executive Officer to draft a policy for Commission review and approval in regards to the Commission's interface with the Office of the City Attorney.

ADJOURNMENT (Item No. 14)

4:11 p.m.



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

Regular Meeting
of
November 17, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

11-13-08P03:24 RCD

RATIFICATION AGENDA

DOCUMENTS DEPT.

CONSENT AGENDA

NOV 13 2008

REGULAR AGENDA

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EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER



City & County of San Francisco
CIVIL SERVICE COMMISSION
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

TO:

San Francisco Public Library
Main Library, Civic Center
Attn: Government Info. Center
Box 41 (AG)

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance¹, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

November 17, 2008
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy
Commissioner Yu-Yee Wu Sheridan

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of November 3, 2008

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0520-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4058-08/09	Public Utilities Commission	\$108,000	Will provide a plan to be developed with extensive public participation that will reach consent as to the current and future uses of the Lake Merced Watershed and make recommendations for the sustainable management of the Lake Merced Watershed.	Regular	11/14/09
4059-08/09	SFPUC Wastewater Enterprise	\$3,000,000	Will provide system-wide removal, replacement, testing and disposal of carbon and/or potassium permanganate odor control unit media throughout the City and County of San Francisco Public Utilities Commission Wastewater Enterprise.	Regular	11/30/10
4114-06/07	Department of Technology	Increase Amount \$0.00 New Amount \$0.00	Will provide pick-up, transport, store and return of computer backup tapes from the City's Datacenter at Market Plaza. Store the tapes at contractor's storage facilities in the Sacramento area and in Colorado.	Modification	12/31/12
4108-07/08	Department of Technology	Increase Amount \$0.00 New Amount \$0.00	Will provide consulting services for the modification and customization of Customer Relationship Management (CRM) software to the City's 311 system, and the management of the City's service requests.	Modification	11/01/12

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items covered from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(6) Review of request for approval of proposed personal services contracts.
(File No. 0463-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4067-03/04	Controller	Increase Amount \$800,000 New Amount \$1,450,000	Will conduct and coordinate nationwide executive recruitment processes to identify, screen and recommend candidates to the Mayor for appointment to City department head/executive positions.	Modification	06/30/10

October 20, 2008: Postpone PSC #4067-03/04 to the meeting of November 3, 2008 by mutual agreement of the Controller and IFPTE Local 21. (Vote of 3 to 0)

November 3, 2008: Postpone PSC #4067-03/04 to the meeting of December 1, 2008 by mutual agreement of IFPTE Local 21 and the Office of the Controller. (Vote of 3 to 0)

Recommendation: Withdrawn.

(7) Request by Leonard Mudavanhu to lift ban on future employment with the Municipal Transportation Agency and Public Utilities Commission. (File No. 0519-08-7) – Action Item

Recommendation: Adopt the staff report. Approve the removal of employment restriction banning Mr. Mudavanhu from future employment with the Public Utilities Commission (PUCP and the San Francisco Municipal Transportation Agency (SFMTA), formerly the Public Transportation Department.

(8) Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency (SFMTA). (File No. 0522-08-1) - Action Item

Recommendation: Accept the report; file.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (9) **Appeal by Vince Courtney of the Position-Based Testing job announcement for 7282 Street Repair Supervisor II (PBT-7282-055082). (File No. 0478-08-4) – Action Item**

November 3, 2008: Postpone to the meeting of November 17, 2008 at the request of Vince Courtney.

Recommendation: Open for discussion.

- (10) **Appeal by Susan Daniels of the Human Resources Director's decision on the denial of assault pay as a Transit Operator (Job Code 9163). (File No. 0485-02-3) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Susan Daniels.

- (11) **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2009. (File No. 0487-08-1) - Action Item**

November 3, 2008: Postpone to the meeting of November 17, 2008 when all five Commissioners are present.

Recommendation: Open for discussion.

EXECUTIVE OFFICER'S REPORT

- (12) **Review of Pending Appeals Log as of October 31, 2008. (File No. 0521-08-1) – Action Item**

Recommendation: Accept the report.

- (13) **Status Report on Fiscal Year 2008-09 Goals and Objectives as of October 31, 2008. (File No. 0523-08-1) – Action Item**

Recommendation: Accept the report.

- (14) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

- (15) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (16) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
November 17, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

CALL TO ORDER

2:06 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrono	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present
Commissioner Yu-Yee Wu Sheridan	Present

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of November 3, 2008

Action: Approve. (Vote of 5 to 0)

GOVERNMENT
DOCUMENTS DEPT

NOV 25 2008

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0520-08-8

**Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4058-08/09	Public Utilities Commission	\$108,000	Will provide a plan to be developed with extensive public participation that will reach consent as to the current and future uses of the Lake Merced Watershed and make recommendations for the sustainable management of the Lake Merced Watershed.	Regular	11/14/09
4059-08/09	SFPUC Wastewater Enterprise	\$3,000,000	Will provide system-wide removal, replacement, testing and disposal of carbon and/or potassium permanganate odor control unit media throughout the City and County of San Francisco Public Utilities Commission Wastewater Enterprise.	Regular	11/30/10
4114-06/07	Department of Technology	Increase Amount \$0.00 New Amount \$0.00	Will provide pick-up, transport, store and return of computer backup tapes from the City's Datacenter at Market Plaza. Store the tapes at contractor's storage facilities in the Sacramento area and in Colorado.	Modification	12/31/12
4108-07/08	Department of Technology	Increase Amount \$0.00 New Amount \$0.00	Will provide consulting services for the modification and customization of Customer Relationship Management (CRM) software to the City's 311 system, and the management of the City's service requests.	Modification	11/01/12

Speakers:

Joe Brenner, IFPTE Local 21 requested to sever PSC #4108-07/08.

Kofo Domingo & Suzanne Gautier, Public Utilities Commission spoke on PSC #4058-08/09.

Kofo Domingo & Tony Flores, Public Utilities Commission spoke on PSC #4059-08/09.

Herbert Tong, Department of Technology spoke on PSC #4114-06/07.

Jay Nath & Alissa Black, Department of Technology and Richard Isen, IFPTE Local 21 spoke on PSC #4108-07/08.

Action:

- (1) Adopt the Human Resources Director's report on PSC #4108-07/08 on the condition that the Department of Technology report to the Commission in June 2009, with an update of the concerns expressed by IFPTE Local 21. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

**0463-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4067-03/04	Controller	Increase Amount \$800,000 New Amount \$1,450,000	Will conduct and coordinate nationwide executive recruitment processes to identify, screen and recommend candidates to the Mayor for appointment to City depart head/executive positions.	Modification	06/30/10

October 20, 2008: Postpone PSC #4067-03/04 to the meeting of November 3, 2008 by mutual agreement of the Controller and IFPTE Local 21. (Vote of 3 to 0)

November 3, 2008: Postpone PSC #4067-03/04 to the meeting of December 1, 2008 by mutual agreement of IFPTE Local 21 and the Office of the Controller. (Vote of 3 to 0)

Speakers: None.

Action: Withdrawn. (Vote of 5 to 0)

0519-08-7 Request by Leonard Mudavanhu to lift ban on future employment with the Municipal Transportation Agency and Public Utilities Commission. (Item No. 7)

Speakers: William Miles, Municipal Transportation Agency.

Action: Postpone to the meeting of December 1, 2008 and request that the appellant be present to respond to questions. (Vote of 5 to 0)

0522-08-1 Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 8)

Speakers: Clare Leung, Municipal Transportation Agency

Action: Accept the report; file. (Vote of 5 to 0)

0478-08-4 Appeal by Vince Courtney of the Position-Based Testing job announcement for 7282 Street Repair Supervisor II (PBT-7282-055082). (Item No. 9)

November 3, 2008: Postpone to the meeting of November 17, 2008 at the request of Vince Courtney.

Speakers: None.

Action: Postpone to the meeting of December 1, 2008 at the request of Vince Courtney, Laborers Local 261. (Vote of 5 to 0)

0485-02-3 **Appeal by Susan Daniels of the Director of Transportation's decision on the denial of assault pay as a Transit Operator (Job Code 9163). (Item No. 10)**

Speakers: None.

Action: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Susan Daniels.
(Vote of 5 to 0) Ms. Daniels failed to appear.

0487-08-1 **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2009. (Item No. 11)**

November 3, 2008: Postpone to the meeting of November 17, 2008 when all five Commissioners are present.

Speakers: Anita Sanchez, Executive Officer

Action: (1) Cancel Regular meetings that fall on a holiday;
(2) Schedule Special Meetings if needed, for cancelled meetings; and
(3) Amend Rule Series 05 to state "the Commission *may* meet on the next succeeding business day . . ." (Vote of 5 to 0)

0521-08-1 **Review of Pending Appeals Log as of October 31, 2008. (Item No. 12)**

Speakers: Anita Sanchez, Executive Officer

Action: Accept the report. (Vote of 5 to 0)

0523-08-1 **Status Report on Fiscal Year 2008-09 Goals and Objectives as of October 31, 2008. (Item No. 13)**

Speakers: Anita Sanchez, Executive Officer

Action: Accept the report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 14)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 15)

Commissioner Yu-Yee Wu Sheridan announced this would be her last Regular Commission Meeting as she is resigning from the Commission.

Vice President Morgan Gorrone stated that in the case of severed personal services contracts or other agenda items, motions should be made by the Commissioner severing the contract to indicate that all of their concerns have been answered.

President Donald A. Casper requested that a briefing on the Commission's budget, sources of revenue, allocation of resources and funds, and potential revenue sources be calendared for an upcoming meeting.

ADJOURNMENT (Item No. 16)

4:00 p.m.



DONALD

ORGAN

VI

M

C

DENN

C

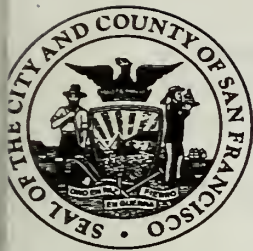
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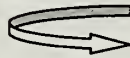
CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

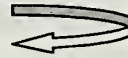
Agenda and Notice of Special Meeting

Monday, November 24, 2008

11-20-08P01:24 RCVD



1:00 p.m.



Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

NOV 20 2008

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- I. Call to Order and Roll Call.
- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.
- III. Challenge to Classification Decision Relating to Q-50 Sergeant Appointments and Assignments Made in August 2007: (1) Decision Whether Assignment to Sergeants of Work Traditionally Performed by Q-35 Assistant Inspectors and 0380 Inspectors as Described in the Class Specifications for those Ranks was Proper under Civil Service Commission Rules; (2) If Not, Decision as to the Appropriate Remedies. (File No. 0268-08-1) ACTION ITEM

Continuation of Hearing of Appeals from Q-35 Assistant Inspector Eligibles on List ID 21055 Challenging the Classification Decision and the Q-50 Sergeant Appointments and Assignments and the Failure to Appoint Appellants to Q-35 Assistant Inspector. (File No. 0268-08-1) ACTION ITEM

Note: A closed session on this item is possible. A closed session may not be held, but the option to hold a closed session is provided to the Commission.

- A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.
- B) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (Action Item)
- C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - (Discussion and Possible Action Item)
California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) – As Defendant; One Case

4/08
121

RONALD A. CASPER
PRESIDENT

MORGAN R. GORRANO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

Y-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Note: In addition to raising issues that relate to enforcement of judicial decrees as to which the City is a party in the *Officers for Justice* litigation (*Officers for Justice et al. v Civil Service Commission et al.* (N.D.Cal., Case Nos. C73-0657 and C77-2884), this appeal also relates to a recent suit filed against the City in federal court, *Stockwell et al. v. CCSF, et al.* (N.D.Cal., San Francisco Division, Civ. No. CV 08 5190, filed November 17, 2008), which raises different issues than the appeal.

D) Reconvene in open session:

- 1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
- 2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) and San Francisco Administrative Code Section 67.12(b).

July 2, 2007: Postpone to the meeting of July 16, 2007 at the request of the appellants.

July 16, 2007: 1. Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Mario Machi. Mr. Machi failed to appear.
2. Continue all remaining appeals to the meeting of August 6, 2007.

August 6, 2007: 1. Approve appellant Thomas O'Connor's request to be excused from hearing due to a long standing medical appointment. His appeal will be heard along with the other appeals on the use of the Q-35/0380 Inspector Series at the San Francisco Police Department. (Vote of 4 to 0)
2. Deny appeals without prejudice. Appeals may be brought when a classification decision is made by the Human Resources Director regarding the Q-50 and Q-35/0380 classes. (Vote of 4 to 0)
3. The Commission requested an Opinion of the City Attorney on the jurisdiction of the Court and the Commission to interpret and enforce the Stipulation and Order Re: Selection Procedure for the 1998 Q-35 Assistant Inspector Examination; and to provide guidance on the meaning of certain provisions therein. (Vote of 4 to 0)

April 21, 2008: The Commission directed the Executive Officer to schedule a hearing on the requests for hearing filed. (Vote of 3 to 0)

- June 16, 2008:
1. A classification action under Civil Service Commission jurisdiction has occurred. (Vote of 4 to 1; Commissioner Becerril dissents.)
 2. Appeals of the classification action were timely. (Vote of 5 to 0)
- Request for Information:*
- The Commission also scheduled a follow-up hearing on August 18, 2008 and requested the following additional information:
1. The Civil Service Commission's jurisdiction and its ability to interpret various provisions of the Stipulation and Order issued by the Court on October 26, 1998, regarding the selection process of the Q-35 examination and other related orders terminating the Consent Decree.
 2. A briefing of Administrative Code Sections 2A.75 through 2A.78 on the powers of the Chief of Police and Police Commission to reorganize the department and make assignments.
 3. The specific job duties of the Q-35, Q-50, and 0380 positions and their similarities and differences.
 4. What remedies does the Civil Service Commission have at its disposal in this situation?
- August 4, 2008:
- Postpone to September 15, 2008; City Attorney to provide the opinion including the status of the Q-35 List ID 21055 and other information requested from departments. (Vote of 3 to 1; Vice President Gorrono dissents.)
- September 22, 2008:
- 1) The 1998 Q-35 Assistant Inspector Eligible List is still in effect. (Vote of 3 to 0)
- Statement of President Casper on his vote*
- In their written submissions to this Commission, the Department of Human Resources and the Police Department have argued that this Commission has no jurisdiction to interpret the October 26, 1998, Stipulation and Order regarding selection procedure for the 1998 Q-35 Assistant Inspector examination, which Stipulation and Order was entered by the Federal District Court in the Consent Decree litigation. No, we do not have jurisdiction to interpret the Court's order. However, the Civil Service Commission was a party to that litigation; the Civil Service Commission was the first named defendant. Consequently, the Civil Service Commission is of course bound by all orders of the Court entered in that litigation. While it is not within our jurisdiction to interpret the Court's order, we have the task of determining what are

our responsibilities and duties under the Order. If the Order applies to us, we must take action in compliance with the Order.

Now the Order affects the Q-35 list in several ways. The principal way in which the Order affects the Q-35 list is the list's duration. Its duration, as stated by the Court, is not without ambiguity. It can be read in several ways. One way is this: the Q-35 list shall remain in effect for four (4) years. However, if and when a new Q-35 list is adopted, whether before the expiration of four (4) years or after four (4) years, the Q-35 list expires. Well, that reading cannot be said to comport with the intentions of the parties. Under that reading, the City could have cut off the list after, let's say, the expiration of two (2) years by holding another Q-35 examination. That could not have been the intent of the parties at that time.

2a) First is: that the hearing of this matter be continued, and that at a further hearing the Commission address the issues of whether the assignments of the Q-50 Sergeants to work traditionally performed by Q-35 Assistant Inspectors and 0380 Inspectors as described in the class specifications for the latter two ranks were proper. Furthermore, that if the Commission formally finds that the assignments were improper under Civil Service Commission Rules, that the Commission examine and make a decision regarding the appropriate remedies.

2b) Second is: that the Commission ask the Chief of Police, between the date of this hearing and the date of the next hearing on this matter, to refrain from further assigning Q-50 Sergeants to work traditionally performed by Q-35 Assistant Inspectors and 0380 Inspectors, as such work is described in the class specifications for the latter two ranks. (Vote of 3 to 0)

September 29, 2008: Continue the meeting in two (2) weeks and request the Chief of Police to not make Q-50 appointments to traditionally Q-35 Assistant Inspector positions until this matter is resolved. (Vote of 4 to 0)

Note: The Commission directed the Executive Officer to check with Commissioners' schedules and the availability of a hearing room in scheduling the continued meeting.

Recommendation: Open for discussion.

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 11/19/08

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

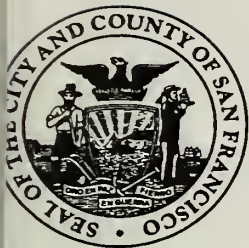
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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

11-25-03A11:15 REC'D

November 21, 2008

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NOTICE OF CANCELLED MEETING

The Civil Service Commission Special Meeting of
Monday, November 24, 2008 at 1:00 p.m. has been
cancelled. If there are questions or if further
information is needed, please call the Commission
Office at 415-252-3247.

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script that reads "Anita Sanchez".

ANITA SANCHEZ
Executive Officer

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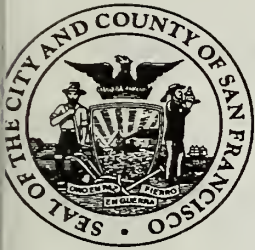
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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

AMENDED

A G E N D A

Regular Meeting
of
December 1, 2008

12-01-08P12:14 RVD

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DEC -1 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRANO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

Y-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

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**City and County of San Francisco
Civil Service Commission**

Agenda for Regular Meeting

**December 1, 2008
2:00 p.m.**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of November 17, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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**(5) Review of request for approval of proposed personal services contracts.
(File No. 0543-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-08/09	Department of the Environment	\$84,000	Will accept leftover latex paint from San Francisco residents giving it to fourteen sites (11 vendors) and storing it on-site until contractor picks it up for recycling.	Regular	06/30/13
4061-08/09	Fire Department	\$417,000	Will provide development and administration of exams for the Fire Department's Ranks of H-2 Firefighter, H-4 Inspector, H-6 Investigator and H-33 EMS Captain, and will defend those selection processes against legal challenge as necessary.	Regular	12/31/09
4062-08/09	Fire Department	\$1,250,000	Will provide clinical quality assurance services for the Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).	Regular	12/31/11
4063-08/09	Municipal Transportation Agency	\$158,000	Will install fifteen (15) re-conditioned engines into Municipal Railway Neoplan Standard coaches.	Regular	06/30/09
4064-08/09 <i>Postpone to meeting of 12/15/08</i>	Public Utilities Commission	\$1,500,000	Will conduct hydrologic, geomorphic, biological and related river ecosystem science work on and as-needed basis.	Regular	01/14/14
4065-08/09	City Administrator	\$150,000	Will provide day laborers with access to work and vital social services and increasing their skill levels through educational opportunities.	Regular	12/31/09
4036-07/08	District Attorney	Increase Amount \$50,000 New Amount \$140,000	Will provide assistances to the District Attorney's Office in developing a Cold Case Unit in order to effectively investigate and prosecute "cold cases" using DNA evidence. The contractor will serve to educate and assist various offices in San Francisco.	Modification	09/30/09
4152-06/07	Juvenile Probation	Increase Amount \$130,000 New Amount \$270,000	Will provide electronic monitoring services for eligible JPD youth. The service includes the provision of all necessary equipment including alcohol monitoring systems, Global Positioning Systems, transmitters, receivers and other equipment.	Modification	06/30/10
4004-08/09	General Services Agency/Fleet Shops	Increase Amount \$90,640 New Amount \$240,640	Will provide a comprehensive evaluation of CCSF vehicle fleet practices and make recommendations for improvements.	Modification	06/30/09

**Recommendation of the
Human Resources
Director:**

- (1) Postpone PSC #4064-08/09 to the meeting of December 15, 2008 at the request of the Public Utilities Commission.
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

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- (6) **Annual Report on anticipated and actual numbers and classifications of "Promotive Only" examinations at the San Francisco Municipal Transportation Agency (SFMTA). (File No. 0538-08-1) - Action Item**

Recommendation: Accept the report; file.

- (7) **Request to the Civil Service Commission for Troy B. Hines and Tracy Haynes to be granted status from Class 8323 Senior Counselor, Boys Ranch School to Class 8322 Senior Counselor, Juvenile Hall. (File No. 0544-08-3) - Action Item**

Recommendation: Approve status grant to Troy B. Hines and Tracy Haynes from Class 8323 Senior Counselor, Boys Ranch School to Class 8322 Senior Counselor, Juvenile Hall.

- (8) **Amendment to Civil Service Commission Rule Series 005.1.3 – Regular Meeting Days that Fall on Holidays. (File No. 0546-08-5) – Action Item**

Recommendation: Post for adoption.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (9) **Request by Leonard Mudavanhu to lift ban on future employment with the Municipal Transportation Agency and Public Utilities Commission. (File No. 0519-08-7) – Action Item**

November 17, 2008: Postpone to the meeting of December 1, 2008 and request that the appellant be present to respond to questions.

Recommendation: Adopt the staff report. Approve the removal of employment restriction banning Mr. Mudavanhu from future employment with the Public Utilities Commission (PUC) and the San Francisco Municipal Transportation Agency (SFMTA), formerly the Public Transportation Department.

- (10) **Appeal by Vince Courtney, Laborers Local 261, of the Position-Based Testing job announcement for 7282 Street Repair Supervisor II (PBT-7282-055082). (File No. 0478-08-4) – Action Item**

November 3, 2008: Postpone to the meeting of November 17, 2008 at the request of Vince Courtney.

November 17, 2008: Postpone to the meeting of December 1, 2008 at the request of Vince Courtney, Laborers Local 261.

Recommendation: Open for discussion.

- (11) **Report from the Municipal Transportation Agency and IFPTE Local 21 on the progress of discussions of the conditional approval of PSC #4035-08/09. (File No. 0478-08-4) – Action Item**

October 6, 2008: Adopt the Human Resources Director's report on PSC #4035-08/09 subject to the condition that 1) The Municipal Transportation Agency meet and discuss with IFPTE Local 21 the utilization of existing classifications to perform part of the work and that such discussions take place in good faith on all sides; 2) Should civil service classifications be identified which can perform some portion of the work, the work which is contracted out be adjusted accordingly, and; 3) Within thirty (30) days, both the Municipal Transportation Agency and IFPTE Local 21 report to the Commission the progress of the discussions.

November 3, 2008: Postpone to the meeting of December 1, 2008 at the request of the Municipal Transportation Agency.

Recommendation: Accept the report; file.

SEPARATIONS AGENDA**SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA**

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) **Request for hearing of the automatic resignation by Eric Deggendorfer, Electrician Supervisor I (Job Code 7238) with the Public Utilities Commission. (File No. 0231-08-7) - Action Item**

August 18, 2008: Postpone to the meeting of September 15, 2008 at the request of Kevin Hughes, IBEW Local 6.

September 15, 2008: Postpone to the meeting of October 20, 2008 at the request of Kevin Hughes, IBEW Local 6. The Commission stipulated this will be the last continuance granted.

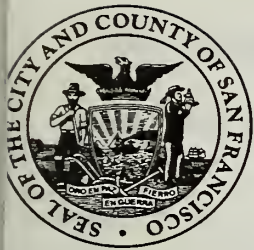
October 20, 2008: Grant the appeal by Eric Deggendorfer. (Vote of 2 to 2; Commissioners Jung and Normandy dissent.) Continue to the meeting of December 1, 2008. (Three (3) votes are needed for Commission action.)

Recommendation of the Public Utilities Commission: Adopt the report. Sustain the decision of the Public Utilities Commission. Deny the appeal by Eric Deggendorfer.

(13) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(15) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

108
DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
December 1, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrono	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of November 17, 2008

Action: Approve. (Vote of 4 to 0)

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0543-08-8

**Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-08/09	Department of the Environment	\$84,000	Will accept leftover latex paint from San Francisco residents giving it to fourteen sites (11 vendors) and storing it on-site until contractor picks it up for recycling.	Regular	06/30/13
4061-08/09	Fire Department	\$417,000	Will provide development and administration of exams for the Fire Department's Ranks of H-2 Firefighter, H-4 Inspector, H-6 Investigator and H-33 EMS Captain, and will defend those selection processes against legal challenge as necessary.	Regular	12/31/09
4062-08/09 <i>Postpone to meeting of 12/15/08</i>	Fire Department	\$1,250,000	Will provide clinical quality assurance services for the Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).	Regular	12/31/11
4063-08/09	Municipal Transportation Agency	\$158,000	Will install fifteen (15) re-conditioned engines into Municipal Railway Neoplan Standard coaches.	Regular	06/30/09
4064-08/09 <i>Postpone to meeting of 12/15/08</i>	Public Utilities Commission	\$1,500,000	Will conduct hydrologic, geomorphic, biological and related river ecosystem science work on and as-needed basis.	Regular	01/14/14
4065-08/09	City Administrator	\$150,000	Will provide day laborers with access to work and vital social services and increasing their skill levels through educational opportunities.	Regular	12/31/09
4036-07/08	District Attorney	Increase Amount \$50,000 New Amount \$140,000	Will provide assistances to the District Attorney's Office in developing a Cold Case Unit in order to effectively investigate and prosecute "cold cases" using DNA evidence. The contractor will serve to educate and assist various offices in San Francisco.	Modification	09/30/09
4152-06/07	Juvenile Probation	Increase Amount \$130,000 New Amount \$270,000	Will provide electronic monitoring services for eligible JPD youth. The service includes the provision of all necessary equipment including alcohol monitoring systems, Global Positioning Systems, transmitters, receivers and other equipment.	Modification	06/30/10
4004-08/09	General Services Agency/Fleet Shops	Increase Amount \$90,640 New Amount \$240,640	Will provide a comprehensive evaluation of CCSF vehicle fleet practices and make recommendations for improvements.	Modification	06/30/09

Speakers:

Dave Johnson, San Francisco Fire Department spoke on PSC #4061-08/09.

Joan Lubamersky and Sheila Chung Hagen, Office of City Administrator spoke on PSC #4065-08/09.

Allison Magee, Juvenile Probation spoke on PSC #4152-06/07.

0543-08-8 (continued)

- Action:**
- (1) Postpone PSC #4062-08/09 to the meeting of December 15, 2008. (Vote of 4 to 0)
 - (2) Postpone PSC #4064-08/09 to the meeting of December 15, 2008 at the request of the Public Utilities Commission. (Vote of 4 to 0)
 - (3) Adopt the Human Resources Director's report on PSC #4065-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 1; Vice President Gorrone dissents.)
 - (4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0538-08-1 **Annual Report on anticipated and actual numbers and classifications of "Promotive Only" examinations at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 6)**

Speakers: None.

Action: Accept the report; file. (Vote of 4 to 0)

0544-08-3 **Request to the Civil Service Commission for Troy B. Hines and Tracy Haynes to be granted status from Class 8323 Senior Counselor, Boys Ranch School to Class 8322 Senior Counselor, Juvenile Hall. (Item No. 7)**

Speakers: None.

Action: Approve status grant to Troy B. Hines and Tracy Haynes from Class 8323 Senior Counselor, Boys Ranch School to Class 8322 Senior Counselor, Juvenile Hall. (Vote of 4 to 0)

0546-08-5 **Amendment to Civil Service Commission Rule Series 005.1.3 – Regular Meeting Days that Fall on Holidays. (Item No. 8)**

Speakers: None.

Action: Post for adoption. (Vote 4 to 0)

0519-08-7 Request by Leonard Mudavanhu to lift ban on future employment with the Municipal Transportation Agency and Public Utilities Commission. (Item No. 9)

November 17, 2008: Postpone to the meeting of December 1, 2008 and request that the appellant be present to respond to questions.

Speakers: Leonard Mudavanhu, Appellant

Action: Adopt the staff report. Approve the removal of employment restriction banning Mr. Mudavanhu from future employment with the Public Utilities Commission (PUC) and the San Francisco Municipal Transportation Agency (SFMTA), formerly the Public Transportation Department.
(Vote of 4 to 0)

0478-08-4 Appeal by Vince Courtney, Laborers Local 261, of the Position-Based Testing job announcement for 7282 Street Repair Supervisor II (PBT-7282-055082). (Item No. 10)

November 3, 2008: Postpone to the meeting of November 17, 2008 at the request of Vince Courtney.

November 17, 2008: Postpone to the meeting of December 1, 2008 at the request of Vince Courtney, Laborers Local 261.

Speakers: None.

Action: Appeal resolved administratively. No action required by the Commission.

0549-08-8 Report from the Municipal Transportation Agency and IFPTE Local 21 on the progress of discussions of the conditional approval of PSC #4035-08/09. (Item No. 11)

October 6, 2008: Adopt the Human Resources Director's report on PSC #4035-08/09 subject to the condition that 1) The Municipal Transportation Agency meet and discuss with IFPTE Local 21 the utilization of existing classifications to perform part of the work and that such discussions take place in good faith on all sides; 2) Should civil service classifications be identified which can perform some portion of the work, the work which is contracted out be adjusted accordingly, and; 3) Within thirty (30) days, both the Municipal Transportation Agency and IFPTE Local 21 report to the Commission the progress of the discussions.

November 3, 2008: Postpone to the meeting of December 1, 2008 at the request of the Municipal Transportation Agency.

0549-08-8 (continued)

- Speakers:** Alexis Torres, IFPTE Local 21
Diana Hammons, Municipal Transportation Agency
- Action:** Accept the oral report. The Municipal Transportation Agency and IFPTE Local 21 reported on their discussions on the use of civil service classes to perform portions of the work.
(Vote 4 to 0)

0231-08-7 **Request for hearing of the automatic resignation by Eric Deggendorfer, Electrician Supervisor I (Job Code 7238) with the Public Utilities Commission. (Item No. 12)**

- August 18, 2008: Postpone to the meeting of September 15, 2008 at the request of Kevin Hughes, IBEW Local 6.
- September 15, 2008: Postpone to the meeting of October 20, 2008 at the request of Kevin Hughes, IBEW Local 6. The Commission stipulated this will be the last continuance granted.
- October 20, 2008: Grant the appeal by Eric Deggendorfer. (Vote of 2 to 2; Commissioners Jung and Normandy dissent.) Continue to the meeting of December 1, 2008. (Three (3) votes are needed for Commission action.)
- Speakers:** Michael De Bellis, Public Utilities Commission
Porter Goltz, Deputy County Counsel for San Mateo County
Kevin Hughes, IBEW Local 6
- Action:** Adopt the report. Sustain the decision of the Public Utilities Commission. Deny the appeal by Eric Deggendorfer.
(Vote of 3 to 1; President Casper dissents.)
- Note:** **Vice President Gorrone** stated that the reason for his vote to sustain the decision of the Public Utilities Commission was that he felt the department communicated and informed the appellant by telephone and by mail of its intent to separate him for absence from duty without approved leave.

President Casper stated that in *Coleman v. Department of Personnel Administration* (1991) 52 Cal.3d 1102, the State Supreme Court addressed the due process implications the automatic or constructive resignation statute applicable to State employees who are absent without leave (Govt. Code, Sec. 19996.2, subd. (a).) The court held, "... before the State can treat a permanent or tenured employee's unexcused absence for five consecutive working days as a constructive resignation under the AWOL statute, it must give the employee *written* notice of the action *contemplated*. The notice must advise the

employee of the facts supporting the State's invocation of the AWOL statute. If the employee challenges the accuracy of the State's factual basis, the State must, as soon as practicable, give the employee an opportunity to present his or her version of the facts. To assure 'the appearance and reality of fairness' in the decision making process [citation] and to protect against a potential misuse of the AWOL statute, such an informal hearing must be before a neutral fact finder." (*Id.*, at pp. 1122-1123, emphasis added.)

The State's AWOL statute is, in substance, identical to Section 122.11 of the Civil Service Commission Rules. The due process requirements laid down in the *Coleman* decision thus apply to automatic resignations under Section 122.11. However, the two letters sent by the Public Utilities Commission to Mr. Deggendorfer regarding his absence without leave did not, in my opinion, constitute the sort of written notice required under *Coleman*.

Neither letter, one dated April 26, 2008 and the other, May 6, 2008, informed Mr. Deggendorfer of a *contemplated* action. Rather, the letters told him that the PUC had already decided to report his absence as an automatic resignation. Both letters contained this statement: "... the SFPUC has determined that your absence from your work constitutes abandonment of your position and is being reported to the Department of Human Resources as an automatic resignation effective close of business, May 5, 2008." And neither letter clearly advised Mr. Deggendorfer of his opportunity to challenge the factual basis for the PUC's action before a neutral fact finder. ("If you have any questions regarding this matter, including rationale for failing to submit leave paperwork as you agreed you would, or for having missed more than five continuous days of work without notifying either your supervisors or anyone from SFPUC Human Resources, do not hesitate to contact me at (415) 554-1656" (Apr. 26). "The SFPUC extends its appreciation and thanks for your dedicated service. Please feel free to contact me if you have questions. I can be reached at 415-554-1665" (May 6).

So far as any reader of the letters would think, Mr. Deggendorfer's constructive resignation was a done deal. However, the State Supreme Court, out of due process concerns, has interposed a few simple steps which must be taken before a public employee's constructive resignation can become effective. One of those steps is adequate *written* notice. In my opinion, that was not the case here. For this reason, I vote to grant Mr. Deggendorfer's appeal.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 13)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No 14)

None.

ADJOURNMENT

3:15 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

A G E N D A

Regular Meeting
of
December 15, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICERS' REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

OFFICE OF THE
DIRECTOR

WASHINGTON, D. C.

REPORT OF THE
COMMISSIONER OF PLANT INDUSTRY
FOR THE YEAR 1911

BY

JOHN H. COOPER

CHIEF OF BUREAU

WASHINGTON, D. C.

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
December 15, 2008
2:00 p.m.**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrone
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of December 1, 2008

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0543-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4062-08/09	Fire Department	\$1,250,000	Will provide clinical quality assurance services for the Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).	Regular	12/31/11
4064-08/09	Public Utilities Commission	\$1,500,000	Will conduct hydrologic, geomorphic, biological and related river ecosystem science work on and as-needed basis.	Regular	01/14/14

December 1, 2008

- (1) Postpone PSC #4062-08/09 to the meeting of December 15, 2008.
- (2) Postpone PSC #4064-08/09 to the meeting of December 15, 2008 at the request of the Public Utilities Commission.

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

**(6) Review of request for approval of proposed personal services contracts.
(File No. 0563-08-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4066-08/09	Office of Economic & Workforce Development	\$150,000	Will assist Office of Economic & Workforce Development (OEWD) with design and implementation of a system to support client tracking and performance management for Workforce Investment (WIA).	Regular	08/17/10
4067-08/09	Airport Commission	\$250,000	Will provide, program, install and implement a satellite communication system with annual air-time service plan for both a mobile command center (a vehicle) and the Airport's Emergency Operations Center.	Regular	12/31/17
4068-08/09	Airport Commission	\$500,000	Will provide support on the Noise Insulation Program, particularly on tasks such as: review of County records and updated noise impact boundaries to identify properties that may qualify for noise insulation improvements.	Regular	12/21/11
4069-08/09	Arts Commission	\$60,000	Will provide design, fabrication, transportation and installation of temporary sculpture made from willow saplings in Civic Center Plaza.	Regular	11/15/10
4070-98/09	Arts Commission	\$70,000	Will provide design, fabrication, transportation and installation of free-standing sculpture for the grounds of the Moscone Recreation Center.	Regular	11/15/10

4071-08/09	Port	\$75,000	Will provide training to local high school students on field monitoring and analytical techniques, HRC has granted a sole source waiver for this effort.	Regular	01/04/11
4072-08/09	Public Utilities Commission	\$5,000,000	Will provide a pool of pre-qualified consultants with expertise related to renewable energy services (i.e. primarily waste-to-energy [ex: grease/biomass/food waste-to-energy]; possibly wind and solar power design expertise).	Regular	01/31/11
4073-08/09	Public Utilities Commission	\$7,000,000	Will provide inspection services and rehabilitation upgrades for Water Enterprise for civil facilities that are not Water System Improvement Program facilities.	Regular	01/31/14
4164-06/07	Mayor's Office	Increase Amount \$0.00 New Amount \$900,000	Will provide state lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Modification	06/30/09
4186-06/07	Mayor's Office of Housing	Increase Amount \$160,000 New Amount \$300,000	Will provide project management and monitoring for lead hazard reduction work of participating properties. Verify compliance of contractors with City and State regulations, and conduct clearance inspections in accordance with HUD and other federal guidelines.	Modification	06/30/10

**Recommendation of the
Human Resources
Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Amendment to Civil Service Commission Rule Series 005.1.3 – Regular Meeting Days that Fall on Holidays. (File No. 0546-08-5) – Action Item

December 1, 2008: Post for adoption.

Recommendation: Adopt.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Adam Scott Parris of the denial of the minimum qualifications for the Position-Based Testing examination for Class 0922 Manager 1, Planning and Operational Compliance Manager. (#PBT-0922-054910). (File No. 0559-08-4) – Action Item

Recommendation: Open for discussion.

- (9) **Report from the Human Resources Director of the Correct Cost Summary for Personal Services Contracts processed by the Department of Human Resources as of December 15, 2008. (File No. 0570-08-8) – Action Item**

Recommendation: Accept the report; file.

- (10) **Presentation and Briefing on Assault Pay to Re-Examine Civil Service Commission Rule on Employees Injured by Battery. (File No. 0566-08-3) – Action Item**

Recommendation: Open for discussion.

- (11) **Report from the Municipal Transportation Agency and IFPTE Local 21 on the progress of discussions of the conditional approval of PSC #4013-08/09. (File No. 0379-08-8) – Action Item**

September 15, 2008: Adopt the Human Resources Director's report on PSC #4013-08/09 on the condition that the Municipal Transportation Agency and IFPTE Local 21 engage in further discussion and the Municipal Transportation Agency produce an analysis of whether the current EAP employees can perform the work. Notify the offices of the Controller and the Purchaser.

Recommendation: Accept the report; file.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (12) **Determination of future employability: permanent civil service appointment of Diane Jones, Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (File No. 0233-08-7) - Action Item**

Recommendation of the Director of Transportation:

- (1) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service;
- (2) Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse.

- (13) **Request for hearing of the automatic resignation by Erick S. Johnson, General Laborer (Job Code 7514) with the Public Utilities Commission. (File No. 0412-08-7) - Action Item**

Recommendation:

- (1) Approve the automatic resignation and deny the appeal by Erick Johnson;
- (2) Cancel any current examination and eligibility status;
- (3) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service;
- (4) No future employment with the Public Utilities Commission

EXECUTIVE OFFICERS' REPORT

- (14) **Briefing on the Civil Service Commission Budget. (File No. 0564-08-1) – Action Item**

Recommendation: Open for discussion.

- (15) **Report of FY 2009-10 Budget Instructions and Departmental Budget Preparation. (File No. 0565-08-1) – Action Item**

Recommendation: Accept report. Direct Commission staff to prepare Fiscal Year 2009-10 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 2, 2009, incorporating changes made by the Commission up to February 20, 2009, approve to submit the Fiscal Year 2009-10 Budget Request to the Controller and the Mayor by specified deadlines.

- (16) **Preliminary Work Plan: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (File No. 0565-08-1) – Action Item**

Recommendation: Open for discussion.

- (17) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

- (18) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (19) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting December 15, 2008

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:13 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrono	Present
Commissioner Mary Y. Jung	Present (Arrived at 4:12 p.m. Missed Item #s 1 through 13)
Commissioner E. Dennis Normandy	Present (Left at 4:15 p.m. Missed Item #s 14 through 19)

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of December 1, 2008

Action: Approve. (Vote of 3 to 0)

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**0543-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4062-08/09	Fire Department	\$1,250,000	Will provide clinical quality assurance services for the Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).	Regular	12/31/11
4064-08/09	Public Utilities Commission	\$1,500,000	Will conduct hydrologic, geomorphic, biological and related river ecosystem science work on and as-needed basis.	Regular	01/14/14

December 1, 2008

- (1) Postpone PSC #4062-08/09 to the meeting of December 15, 2008.
- (2) Postpone PSC #4064-08/09 to the meeting of December 15, 2008 at the request of the Public Utilities Commission.

Speakers:

Capt. Andy Zanoft, San Francisco Fire Department spoke on PSC #4062-08/09.
Kofo Domingo and William Sears, Public Utilities Commission spoke on PSC #4064-08/09.

Action:

- (1) Adopt the Human Resources Director's report on PSC #4062-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
- (2) Adopt the Human Resources Director's report on PSC #4064-08/09 as verbally amended to note that the contractor will train City and County employees. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

**0563-08-8 Review of request for approval of proposed personal services contracts.
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4066-08/09	Office of Economic & Workforce Development	\$150,000	Will assist Office of Economic & Workforce Development (OEWD) with design and implementation of a system to support client tracking and performance management for Workforce Investment (WIA).	Regular	08/17/10
4067-08/09	Airport Commission	\$250,000	Will provide, program, install and implement a satellite communication system with annual air-time service plan for both a mobile command center (a vehicle) and the Airport's Emergency Operations Center.	Regular	12/31/17
4068-08/09	Airport Commission	\$500,000	Will provide support on the Noise Insulation Program, particularly on tasks such as: review of County records and updated noise impact boundaries to identify properties that may qualify for noise insulation improvements.	Regular	12/21/11
4069-08/09	Arts Commission	\$60,000	Will provide design, fabrication, transportation and installation of temporary sculpture made from willow saplings in Civic Center Plaza.	Regular	11/15/10

4070-08/09	Arts Commission	\$70,000	Will provide design, fabrication, transportation and installation of free-standing sculpture for the grounds of the Moscone Recreation Center.	Regular	11/15/10
4071-08/09	Port	\$75,000	Will provide training to local high school students on field monitoring and analytical techniques, HRC has granted a sole source waiver for this effort.	Regular	01/04/11
4072-08/09	Public Utilities Commission	\$5,000,000	Will provide a pool of pre-qualified consultants with expertise related to renewable energy services (i.e. primarily waste-to-energy [ex: grease/biomass/food waste-to-energy]; possibly wind and solar power design expertise).	Regular	01/31/11
4073-08/09	Public Utilities Commission	\$7,000,000	Will provide inspection services and rehabilitation upgrades for Water Enterprise for civil facilities that are not Water System Improvement Program facilities.	Regular	01/31/14
4164-06/07 <i>Postpone to 1/5/09</i>	Mayor's Office	Increase Amount \$0.00 New Amount \$900,000	Will provide state lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Modification	06/30/09
4186-06/07	Mayor's Office of Housing	Increase Amount \$160,000 New Amount \$300,000	Will provide project management and monitoring for lead hazard reduction work of participating properties. Verify compliance of contractors with City and State regulations, and conduct clearance inspections in accordance with HUD and other federal guidelines.	Modification	06/30/10

Speakers:

Betsy Baum, Office of Economic & Workforce Development and Richard Isen, IFPTE Local 21 spoke on PSC #4066-08/09. Cynthia Avakian and Bill Wilkinson, San Francisco International Airport and Alexis Torres, IFPTE Local 21 spoke on PSC #4067-08/09. Cynthia Avakian and Gerardo Fries, San Francisco International Airport spoke on PSC #4068-08/09. Mary Chou, Arts Commission spoke on PSC #s 4069-08/09 and 4070-08/09. Pauson Yun and Michael Carlin, Public Utilities Commission spoke on PSC #4073-08/09. Julian Low, Mayor's Office and Vivian Crawford and Dean Coate, IFPTE Local 21 spoke on PSC #4164-6/07.

Action:

- (1) Adopt the Human Resources Director's report on PSC #4066-08/09 on the condition that the Office of Economic & Workforce Development shall report to the Civil Service Commission within one year, on the progress of communications with the Department of Technology related to the possible transition of the work to civil service employees. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
- (2) Adopt the Human Resources Director's report on PSC #4073-08/09 as amended to "yes" in 5B. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0563-08-8 (continued)

- (3) Postpone PSC #4164-06/07 to the meeting of January 5, 2009 at the request of IFPTE Local 21. (Vote of 3 to 0)
- (4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0546-08-5 Amendment to Civil Service Commission Rule Series 005.1.3 – Regular Meeting Days that Fall on Holidays. (Item No. 7)

December 1, 2008: Post for adoption.

Speakers: None.

Action: Adopt. (Vote of 3 to 0)

0559-08-4 Appeal by Adam Scott Parris of the denial of the minimum qualifications for the Position-Based Testing examination for Class 0922 Manager 1, Planning and Operational Compliance Manager. (#PBT-0922-054910). (Item No. 8)

Speakers: None.

Action: Appeal resolved administratively. The additional work experience provided by the appellant qualified him for the examination for Class 0922 Manager I (#PBT-0922-054910). No action required by the Commission.

0570-08-8 Report from the Human Resources Director of the Correct Cost Summary for Personal Services Contracts processed by the Department of Human Resources as of December 15, 2008. (Item No. 9)

Speakers: Mary Ng, Department of Human Resources

Action: Accept the report; file. (Vote of 3 to 0)

0566-08-3 Presentation and Briefing on Assault Pay to Re-Examine Civil Service Commission Rule on Employees Injured by Battery. (Item No. 10)

Speakers: Jeffery Gary, Municipal Transportation Agency

Action: Accept the report. The Commission recommended that the Municipal Transportation Agency consider deleting language, "there must be a standard of intent on the part of the perpetrator" from its Battery Pay Procedures. (Vote of 3 to 0)

0379-08-8 Report from the Municipal Transportation Agency and IFPTE Local 21 on the progress of discussions of the conditional approval of PSC #4013-08/09. (Item No. 11)

September 15, 2008: Adopt the Human Resources Director's report on PSC #4013-08/09 on the condition that the Municipal Transportation Agency and IFPTE Local 21 engage in further discussion and the Municipal Transportation Agency produce an analysis of whether the current EAP employees can perform the work. Notify the offices of the Controller and the Purchaser.

Speakers: Jeffery Gary, Municipal Transportation Agency

Action: Postpone to the meeting of January 5, 2009 by mutual agreement of IFPTE Local 21 and the Municipal Transportation Agency. (Vote of 3 to 0)

0233-08-7 Determination of future employability: permanent civil service appointment of Diane Jones, Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (Item No. 12)

Speakers: None.

Action: (1) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service;
(2) Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse.
(Vote of 3 to 0) Ms. Jones failed to appear.

0412-08-7 Request for hearing of the automatic resignation by Erick S. Johnson, General Laborer (Job Code 7514) with the Public Utilities Commission. (Item No. 13)

Speakers: Erick Johnson, Appellant
Vince Courtney, Laborers Local 261 Representative
Mike De Bellis, Public Utilities Commission

Action: Approve the automatic resignation and deny the appeal by Erick Johnson. (Vote of 2 to 1; Commissioner Normandy dissents.) Continue to the meeting of January 5, 2009. (Three (3) votes are needed for Commission action.)

0564-08-1 Briefing on the Civil Service Commission Budget. (Item No. 14)

Speakers: Sandra Eng, Civil Service Commission

Action: Accept the report. (Vote of 3 to 0)

**0565-08-1 Report of FY 2009-10 Budget Instructions and Departmental Budget Preparation.
(Item No. 15)**

Speakers: Sandra Eng, Civil Service Commission

Action: Accept report. Direct Commission staff to prepare Fiscal Year 2009-10 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 2, 2009, incorporate changes made by the Commission up to February 20, 2009, approve to submit the Fiscal Year 2009-10 Budget Request to the Controller and the Mayor by February 20, 2009. (Vote of 3 to 0)

**0565-08-1 Preliminary Work Plan: Salary Setting for the City and County of San Francisco
Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June
30, 2014, in accordance with Charter Section 2.100 (Item No. 16)**

Speakers: Luz Morganti, Civil Service Commission

Action: Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties. (Vote of 3 to 0)

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL
SERVICE COMMISSION (Item No. 17)**

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 18)

Vice President Gorrone inquired why he has not received any eligible lists of Sheriff's classes and about a Manager III – Neighborhood Services announcement.

ADJOURNMENT (Item No. 19)

5:05 p.m.

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